



## **EK Realty, LLC**

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Thank you for applying to EK Realty, LLC. We look forward to servicing your housing needs. Please provide all required documents listed below so we can process an application as quickly as possible.

Dear Prospective Buyer,

All applications must be typed.

**A. Documents**

1. Last two years Federal Income Tax Returns (Form 1 040)
2. Last five pay stubs
3. Two personal reference letters
4. Employers letter
5. Completed and signed application
6. Copy of Drivers and or Passport
7. Last Three Bank Statements

**B. Fees**

1. \$250.00 Board package/Credit Check fee made payable to EK Realty, LLC
2. If there's a mortgage application \$250.00 per mortgage questionnaire fee.

You can pay via a Credit/Debit card by clicking on this [link](#)

Or you can pay with Zelle/Chase Quick Pay to [ekrealty@ekrealtyllc.com](mailto:ekrealty@ekrealtyllc.com)

Should you have any questions please phone us at 212.957.1770

Sincerely yours,

EK Realty, LLC

939 Eighth Avenue, Suite 301 New York, NY 10019

Tel (212) 957-1770  
Fax (212) 957-1770

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APPLICATION FOR CO-OP BOARD

Date Submitted \_\_\_\_\_

From \_\_\_\_\_

To Board of Directors/Managers

Owners Name \_\_\_\_\_ Apartment# \_\_\_\_\_

Application Type Resale \_\_\_\_\_ Sublease \_\_\_\_\_ Transfer \_\_\_\_\_

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INTERVIEW NEEDED YES \_\_\_\_\_ NO \_\_\_\_\_

Interview Date \_\_\_\_\_

Response

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Approval YES \_\_\_\_\_ NO \_\_\_\_\_

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The second part of this report is confidential and its contents are not to be disclosed. All respective parties are to be notified only by phone. No written confirmation will be given in regards to the application status. **Cooperative Boards are not required to provide details about the outcome of their decisions.**

General Terms:

**Shareholders, Tenants and Subtenants must obtain THEIR OWN INSURANCE POLICY TO PROTECT THEIR PERSONAL BELONGINGS AND FURNISHINGS.**



# **EK Realty, LLC**

**939 8<sup>th</sup> Avenue, Suite 301, New York, NY 10019**

## **APPLICATION FOR LEASE**

Building: \_\_\_\_\_ Apartment: \_\_\_\_\_

Rent: \$ \_\_\_\_\_ Lease Commencement: \_\_\_\_\_

### **APPLICANT INFORMATION**

Full Name: \_\_\_\_\_  
                                First                                  Middle                                  Last

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Number of Pets \_\_\_\_\_ Type \_\_\_\_\_

### **PREVIOUS RESIDENCE HISTORY**

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name of Landlord \_\_\_\_\_ Telephone \_\_\_\_\_

Length of Term \_\_\_\_\_ Rent \_\_\_\_\_

Applicant Previous Home address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How long at previous address? \_\_\_\_\_ Rent \_\_\_\_\_

### APPLICANT FINANCIAL INFORMATION

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Position/title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_ Annual income: \_\_\_\_\_ How long with present employer? \_\_\_\_\_

Bank Information: Name of Bank: \_\_\_\_\_ Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Checking Account Number: \_\_\_\_\_ Savings Account Number: \_\_\_\_\_

### GUARANTOR INFORMATION

Guarantor Name: \_\_\_\_\_  
  First  Middle  Last

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Relationship to applicant: \_\_\_\_\_ Years known: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Position/title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_ Annual income: \_\_\_\_\_ How long with present employer? \_\_\_\_\_

**BACKGROUND SEARCH RELEASE AUTHORIZATION**

I voluntarily consent to and authorize TenantSafe/ApplicantSafe, herein referred to as company, and or their assigned agents, or consumer reporting agencies to request and receive any consumer reports, investigative reports, or information concerning me. Reports requested may include any of the following: Law Enforcement Records, Criminal Records, D.M.V. Records, Civil Records, Employment/Rental Verifications, Eviction Searches, Education verification and Consumer Credit Reports.

I authorize any persons, companies, corporations, consumer reporting agencies, courts of law, current or past employer to furnish company and or their assigned agents, associates or consumer reporting agencies with any or all information concerning me. I further agree to release Company and or their assigned agents, associates or consumer reporting agencies and all persons and organizations providing information from any and all claims, liability and responsibility arising out of the release of such information in connection with this research.

I understand that I have specific prescribed rights as a consumer under The Federal Fair Credit Reporting Act (FCRA) and may have additional rights under relevant specific state laws. **This authorization does not include a release of my medical information.**

THIS APPLICATION IS SUBJECT TO VERIFICATION AND ACCEPTANCE BY THE LANDLORD. CREDIT DEPOSIT IS NON REFUNDABLE, EVEN IF APPLICATION IS DENIED. LANDLORD OR AGENT SHALL HAVE THE RIGHT TO RUN ANOTHER CREDIT CHECK DURING THE TENANTS OCCUPANCY, OR IF TENANT LEAVES PREMISES WITH A BALANCE.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_