

SUPREME MANAGEMENT
PO BOX 150556
BROOKLYN, NEW YORK 11215
(718) 499-0280
(718) 965-5065 – Fax

INSTRUCTIONS FOR RENTAL OF SUPREME MANAGEMENT APARTMENTS

- 1) Supreme Management Rental Application Form, Landlord Guard Credit Report Authorization Form, Agency Disclosure Form, NYS Housing and Anti-Discrimination Disclosure Form, and Agreement must be filled out and **SIGNED**.
 - 2) Credit check and all other verifications will be done by **SUPREME MANAGEMENT**. Application Fee \$20.00 per applicant.
 - 3) All payments are to be Certified Checks, or Money Orders **ONLY** payable to **SUPREME MANAGEMENT**.
 - 4) 1st month's rent and security deposit must be paid in full before possession and **KEYS** to the apartment will be given to the Tenant.
 - 5) Leases will be prepared by **SUPREME MANAGEMENT**.
 - 6) Keys to be released to Tenant by **SUPREME MANAGEMENT** personnel **ONLY**.
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REQUIREMENTS:

- A) **INCOME REQUIREMENT:** Tenant must make 40 times the monthly rent as their minimum verifiable annual salary. This must be guaranteed income. For example if the rent is \$2000.00 a month, you must earn \$80,000.00.
- B) **Letter of employment:** Must be on official letterhead. The letter must state your position, length of employment or start date, your annual income and the letter must be signed by a person authorized to verify information provided.
- C) **Pay stubs:** A copy of your three most recent pay stubs.
- D) **Tax return:** Two years federal tax returns
- E) **Bank statements:** Your three most recent statements from your checking account and savings account.
- F) **Identification:** A copy of a photo ID

*****ONLY SUBMIT COMPLETE APPLICATION WITH ALL THE REQUIREMENTS*****

LANDLORD GUARD INC.

36 West 36th Street New York NY 10018 TEL: 212-695-6505 FAX: 212-695-5369 mail: info@landlordguard.com

Supreme Management
 Tel: 718-499-0280
 Fax: 718-965-5065

- Package 1 (Credit Report, Social Security # Fraud, Credit Score, Housing Court Record)
- Package 2 (Credit Report, Social Security # Fraud, Credit Score, Housing Court Record Bad check writing history) Drivers License Number # _____ State _____
- Criminal Background Search New York State level only NY All levels
 Multi State Search Other State _____
- Sex Offender Search

APPLICANT INFORMATION					
First Name	Middle	Last Name	Jr Sr	Sex	M F
Social Security #	Date Of Birth	Day Phone	Evening Phone		
CURRENT RESIDENCY					
Address	Apt	City	State	Zip	
PRIOR RESIDENCY					
Address	Apt	City	State	Zip	

AUTHORIZATION TO RELEASE INFORMATION I the Applicant, give full authorization for an investigative report whereby third parties may be contacted to report on my character, general reputation, personal characteristics, and mode of living, including salary-income, consumer credit, court and criminal history, and banking financial practices. I have the right to make a written request for disclosure of the nature, result and scope of this investigation. I may not, however, receive or view my consumer credit file. I agree to hold Landlord Guard, Inc. harmless for any claims that may arise as a result of this investigation. I further authorize Banks, Financial Institutions, Landlords, Civil and Criminal Courts, Motor Vehicle Bureaus, Business Associates, Credit Bureaus, Attorneys, Accountants, and other persons or institutions with whom I am acquainted to furnish any and all information regarding me. This authorization also applies to any update reports which may be ordered as needed. I am willing that a photocopy or fax of this authorization be accepted with the same authority as this original.

_____ MY PRINTED NAME _____ MY SIGNATURE _____ DATE

Date: _____

RENTAL APPLICATION

Location of Premises: _____ Apt # _____ Rent:(\$) _____

Lease Term: _____ Commencement Date: _____

PERSONAL INFORMATION

Applicant's Full Name: _____ Jr. _____ Sr. _____
(include Middle Initial)

Date of Birth: _____ S.S.N.: _____

Driver License No.: _____ State Issued: _____

Present Address: _____ City: _____ State: _____ Zip Code: _____

Home Phone: (_____) _____ Business Phone: (_____) _____

Cell Phone: (_____) _____ Email Address: _____

No. of Years at Current Address: _____ Military Record: _____

Current Landlord: _____ Home/Work Tel. No.: (_____) _____

Landlord's Address: _____ City: _____ State: _____ Zip Code: _____

Previous Home Address: _____ City: _____ State: _____ Zip Code: _____

Joint Applicant's Full Name: _____ Jr. _____ Sr. _____
(include Middle Initial)

Date of Birth: _____ S.S.N.: _____

Driver License No.: _____ State Issued: _____

Present Address: _____ City: _____ State: _____ Zip Code: _____

Home Phone: (_____) _____ Business Phone: (_____) _____

Cell Phone: (_____) _____ Email Address: _____

No. of Years at Current Address: _____ Military Record: _____

Current Landlord: _____ Home/Work Tel. No.: (_____) _____

Landlord's Address: _____ City: _____ State: _____ Zip Code: _____

Previous Home Address: _____ City: _____ State: _____ Zip Code: _____

EMPLOYMENT INFORMATION

APPLICANT'S EMPLOYMENT INFORMATION:

Company Name: _____
Company Address: _____ City: _____ State: _____ Zip Code: _____
Supervisor's Name: _____ Phone: (_____) _____
Length of Employment: _____ Annual Income: _____

JOINT APPLICANT'S EMPLOYMENT INFORMATION:

Company Name: _____
Company Address: _____ City: _____ State: _____ Zip Code: _____
Supervisor's Name: _____ Phone: (_____) _____
Length of Employment: _____ Annual Income: _____

BANKING INFORMATION:

Checking Acct No: _____ Bank/Branch: _____
Checking Acct No: _____ Bank/Branch: _____
Saving Acct No: _____ Bank/Branch: _____
Saving Acct No: _____ Bank/Branch: _____

PLEASE SIGN THIS AUTHORIZATION

I (we) understand that you may investigate my(our) credit history and financial record and I (we) authorize my (our) employer, my (our) bank and any other references listed to release and/or verify information to you in order to determine my (our) eligibility for the apartment rental. I (we) also agree that I (we) will pay the fee incurred in conducting the credit search and financial records. I (we) certify that the information above is accurate. In order to be considered for an apartment rental, you must complete and sign this application. Omission of any information requested in this application may be grounds for denial.

I (we) agree to sign the lease agreement within twenty four hours after the Landlord's approvals and failure to do so will imply that I (we) am no longer interested in renting the apartment.

APPLICANT'S SIGNATURE

CO-APPLICANT'S SIGNATURE



New York State
DEPARTMENT OF STATE
Division of Licensing Services
P.O. Box 22001
Albany, NY 12201-2001

Customer Service: (518) 474-4429
www.dos.state.ny.us

New York State Disclosure Form for Landlord and Tenant

THIS IS NOT A CONTRACT

New York State law requires real estate licensees who are acting as agents of landlords and tenants of real property to advise the potential landlords and tenants with whom they work of the nature of their agency relationship and the rights and obligations it creates. This disclosure will help you to make informed choices about your relationship with the real estate broker and its sales agents.

Throughout the transaction you may receive more than one disclosure form. The law may require each agent assisting in the transaction to present you with this disclosure form. A real estate agent is a person qualified to advise about real estate.

If you need legal, tax or other advice, consult with a professional in that field.

Disclosure Regarding Real Estate Agency Relationships

Landlord's Agent

A landlord's agent is an agent who is engaged by a landlord to represent the landlord's interest. The landlord's agent does this by securing a tenant for the landlord's apartment or house at a rent and on terms acceptable to the landlord. A landlord's agent has, without limitation, the following fiduciary duties to the landlord: reasonable care, undivided loyalty, confidentiality, full disclosure, obedience and duty to account. A landlord's agent does not represent the interests of the tenant. The obligations of a landlord's agent are also subject to any specific provisions set forth in an agreement between the agent and the landlord. In dealings with the tenant, a landlord's agent should (a) exercise reasonable skill and care in performance of the agent's duties; (b) deal honestly, fairly and in good faith; and (c) disclose all facts known to the agent materially affecting the value or desirability of property, except as otherwise provided by law.

Tenant's Agent

A tenant's agent is an agent who is engaged by a tenant to represent the tenant's interest. The tenant's agent does this by negotiating the rental or lease of an apartment or house at a rent and on terms acceptable to the tenant. A tenant's agent has, without limitation, the following fiduciary duties to the tenant: reasonable care, undivided loyalty, confidentiality, full disclosure, obedience and duty to account. A tenant's agent does not represent the interest of the landlord. The obligations of a tenant's agent are also subject to any specific provisions set forth in an agreement between the agent and the tenant. In dealings with the landlord, a tenant's agent should (a) exercise reasonable skill and care in performance of the agent's duties; (b) deal honestly, fairly and in good faith; and (c) disclose all facts known to the agent materially affecting the tenant's ability and/or willingness to perform a contract to rent or lease landlord's property that are not consistent with the agent's fiduciary duties to the tenant.

Broker's Agents

A broker's agent is an agent that cooperates or is engaged by a listing agent or a tenant's agent (but does not work for the same firm as the listing agent or tenant's agent) to assist the listing agent or tenant's agent in locating a property to rent or lease for the listing agent's landlord or the tenant agent's tenant. The broker's agent does not have a direct relationship with the tenant or landlord and the tenant or landlord can not provide instructions or direction directly to the broker's agent. The tenant and the landlord therefore do not have vicarious liability for the acts of the broker's agent. The listing agent or tenant's agent do provide direction and instruction to the broker's agent and therefore the listing agent or tenant's agent will have liability for the acts of the broker's agent.

Dual Agent

A real estate broker may represent both the tenant and the landlord if both the tenant and landlord give their in-



Division of Licensing Services

New York State
Department of State, Division of Licensing Services
(518) 474-4429
www.dos.ny.gov

New York State
Division of Consumer Rights
(888) 392-3644

New York State Housing and Anti-Discrimination Disclosure Form

Federal, State and local Fair Housing Laws provide comprehensive protections from discrimination in housing. It is unlawful for any property owner, landlord, property manager or other person who sells, rents or leases housing, to discriminate based on certain protected characteristics, which include, but are not limited to **race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, age, disability, marital status, lawful source of income or familial status**. Real estate professionals must also comply with all Fair Housing Laws.

Real estate brokers and real estate salespersons, and their employees and agents violate the Law if they:

- Discriminate based on any protected characteristic when negotiating a sale, rental or lease, including representing that a property is not available when it is available.
- Negotiate discriminatory terms of sale, rental or lease, such as stating a different price because of race, national origin or other protected characteristic.
- Discriminate based on any protected characteristic because it is the preference of a seller or landlord.
- Discriminate by “steering” which occurs when a real estate professional guides prospective buyers or renters towards or away from certain neighborhoods, locations or buildings, based on any protected characteristic.
- Discriminate by “blockbusting” which occurs when a real estate professional represents that a change has occurred or may occur in future in the composition of a block, neighborhood or area, with respect to any protected characteristics, and that the change will lead to undesirable consequences for that area, such as lower property values, increase in crime, or decline in the quality of schools.
- Discriminate by pressuring a client or employee to violate the Law.
- Express any discrimination because of any protected characteristic by any statement, publication, advertisement, application, inquiry or any Fair Housing Law record.

YOU HAVE THE RIGHT TO FILE A COMPLAINT

If you believe you have been the victim of housing discrimination you should file a complaint with the New York State Division of Human Rights (DHR). Complaints may be filed by:

- Downloading a complaint form from the DHR website: www.dhr.ny.gov;
- Stop by a DHR office in person, or contact one of the Division's offices, by telephone or by mail, to obtain a complaint form and/or other assistance in filing a complaint. A list of office locations is available online at: <https://dhr.ny.gov/contact-us>, and the Fair Housing HOTLINE at (844)-862-8703.

You may also file a complaint with the NYS Department of State, Division of Licensing Services. Complaints may be filed by:

- Downloading a complaint form from the Department of State's website https://www.dos.ny.gov/licensing/complaint_links.html
- Stop by a Department's office in person, or contact one of the Department's offices, by telephone or by mail, to obtain a complaint form.
- Call the Department at (518) 474-4429.

There is no fee charged to you for these services. It is unlawful for anyone to retaliate against you for filing a complaint.



Division of Licensing Services

New York State
Department of State, Division of Licensing Services
(518) 474-4429
www.dos.ny.gov

New York State
Division of Consumer Rights
(888) 392-3644

New York State Housing and Anti-Discrimination Disclosure Form

For more information on Fair Housing Act rights and responsibilities please visit <https://dhr.ny.gov/fairhousing> and <https://www.dos.ny.gov/licensing/fairhousing.html>.

This form was provided to me by _____ (print name of Real Estate Salesperson/
Broker) of New Millennium Real Estate Corp. (print name of Real Estate company, firm or brokerage)

(I)(We) _____

(Buyer/Tenant/Seller/Landlord) acknowledge receipt of a copy of this disclosure form:

Buyer/Tenant/Seller/Landlord Signature _____ Date: _____

Buyer/Tenant/Seller/Landlord Signature _____ Date: _____

Real Estate broker and real estate salespersons are required by New York State law to provide you with this Disclosure.

AGREEMENT

Date: _____

Name: _____

Address: _____

Re: _____

Apt.#: _____

It is hereby agreed that I (we) accept the above mentioned apartment in its "AS IN" condition. There will be no changes, additions, touch-ups or any minor repairs done by the owner and/or owner's agent.

I (we) have not been promised any changes or work to be done in said apartment by owner, owner's agent, or any rental agent.

I (we) understand that the payment of _____, received today is non-refundable pursuant to signing a lease for the above-mentioned apartment, lease to commence on _____, at a monthly rent of \$ _____ and a payment of a security deposit for \$ _____

AGREEMENT LETTER