

**Office Use Only**

Building: _____ Rent: _____ Security \$ _____
Lease Start Date: _____ Lease Term: _____ Landlord: _____
Agent Name: _____

Applicant Information:

Name: _____ Social Security Number: _____
E-Mail Address: _____
Home Telephone: _____ Business Telephone _____
Cellular Telephone: _____ Date of Birth: _____

Residency:

Present Address: _____ Landlord's Address: _____
City/State/Zip: _____ City/State/Zip: _____
Landlord's Name: _____ Landlord's Telephone Number: _____
How long have you been at this address? _____ Monthly Rent: _____
Previous Address: (If current is less than 2 years) _____
Landlord's Name: _____ Landlord's Address: _____
Landlord's Telephone: _____
How long have you been at this address? _____

Employment:

Company Name: _____
Job Description: _____
Supervisor's Name: N/A Telephone Number: _____
Annual Salary: _____ Length of Employment: _____

Financial:

Name of Bank: _____

Contact: _____

Account Type: ☐ Savings ☐ Checking Account number: _____

Business References

Accountant Name: _____ Telephone Number: _____

Attorney Name: _____ Telephone Number: _____

IN CASE OF EMERGENCY PLEASE NOTIFY:

Name: _____ Address: _____

Telephone Number: _____ Relationship to you: _____

Authorization to Release Information:

I hereby authorize Elika Associates, Inc. and/or their assigned credit bureau to obtain any and all information regarding my employment, checking and/or savings accounts, credit obligation, rental information and all other credit matters which they may require in connection to lease an apartment. This consent is effective for a period of six months from the date of this consent. This form may be reproduced or photocopied and that shall be as effective as the original which I have signed.

Signed: _____ Date: _____

RENTAL REQUIREMENTS

For apartment rental approval, the following documents are required by the landlord:

1. **Elika Application** (filled out by all applicants including guarantor)
2. **\$80 Cash Non-refundable Application/Credit Check Fee** per applicant (includes processing fee and credit check). This can be delivered to 26 Broadway, Suite 1608, NY, NY, 10004
3. **Supporting financial documents for each applicant** (Verification of assets such as equities, real estate etc.)
4. **Letter from employer** (Written on company letterhead stating position, length of employment and salary)
5. **Landlord reference letter** (Should include name, address and phone number of previous landlord.)
6. **Tax Returns** 1st 2 pages of most recent and previous year's tax return
7. **2 Most Recent Bank Statements** (can be online statements as long as name is on statement)

IF USING A GUARANTOR: NOTE: Guarantors must make 80 times the monthly rent to qualify and provide the following supporting financial documents:

- a) **1st Page of their most recent and previous year tax return**
- b) **2 Most recent bank statements.**

All documents can be emailed to info@elikaassociates.com or faxed to 212-590-0549