

## SUBMISSION REQUIREMENTS

### \*YOUR APPLICATION CANNOT BE PROCESSED WITHOUT THESE DOCUMENTS\*

1. There is a **NON-REFUNDABLE FEE: for credit and criminal reports: per adult** (all family members over the age of 18), Please make the money order payable to **LEMLE & WOLFF, INC.**
2. **Last six (6) pay stubs** for all working family members. If you do **NOT** receive pay stubs, you **MUST** provide evidence of verifiable income.
3. Last (2) year's tax return, last (2) year's W-2 form or last (2) year's 1099( **must include 2016**)
4. Last six (6) rent receipts
5. Last two (2) Telephone bills & last (2) Con Edison bills
6. Current lease. If you do not have a lease and are living with a friend/relative, you **MUST** provide a **notarized** statement (it must also be signed by the lease holder and should list the address and apartment number)
7. Photo I.D. for all family members over 18 years of age
8. All children's Birth Certificates who will be living in the apartment
9. Social Security Cards for all household members
10. Section 8 Certificate and package (if applicable)
11. Current Public Assistance budget letter (if applicable)
12. SSA award letter for SSA or SSI benefits (if applicable)
13. School verification for all students
14. Copy of bank statements

**\*\*APPLICANTS ON SECTION 8 DO NOT HAVE TO PAY THE \$50.**

**\*\*\*\*YOUR APPLICATION CANNOT BE PROCESSED IF THE \$50. 00 FEE FOR EACH ADULT IS NOT PAID IN ADVANCE\*\*\*\***

BE REMINDED THAT ALL PAPERWORK SUBMITTED WITH THE APPLICATION  
WILL NOT BE RETURNED TO APPLICANT/S.

If you are approved, when you sign your lease, one month's rent and a security deposit is due. These payments must be by money order, bank check or certified check. Personal checks and cash are not accepted when signing the lease.

## REQUISITOS DE SUMISIÓN

### \*\*SU APLICACIÓN NO PODRA SER PROCESADA SIN ESTOS DOCUMENTOS\*\*

1. Los ultimos (6) talonarios de pago de cada miembro familiar que trabaja.
2. Los formularios de impuestos W-2 o el 1099 de los dos años anteriores-2009-2010.
3. Los ultimos (6) recibos de pago de renta.
4. Las ultimas (2) facturas de telefono y las ultimas (2) facturas de electricidad.
5. Contrato de arrendamiento. Si usted no tiene un contrato de arrendamiento y vive con un familiar o amistad, usted **TIENE** que proporcionar una carta de declaración **notarizada**, de la persona nombrada en el contrato de arrendamiento en donde usted esta viviendo.
6. Identificación fotografica para todos lo miembros familiars sobre la edad de 18 anos.
7. Certificado de nacimiento para todos los ninos que van a vivir en el apartamento.
8. Tarjetas de Seguro Social para todos los miembros familiares.
9. Certificado de Sección 8 y su paquete (si es aplicable).
10. Carta de presupuesto corriente de Asistencia Publica (si es aplicable).
11. Carta de premio de SSA para sus beneficios de SSA o SSI (si es aplicable).
12. Verificacion para todos estudiantes.
13. Declaraciones de banco de todas sus cuentas.
14. Giros Postales. Estas cuotas de procesamientos **NO SON reembolsadas: para credito y reportes criminales \$50.00 por cada adulto** (todos miembros de familia sobre la edad de 18 . Giros Postales deben de ser echos a: **LEMLE & WOLFE, INC.**

**\*\*APLICANTES EN SECCION 8 NO PAGAN ESTAS CUOTAS\*\***

**\*\*SU APLICACIÓN NO PODRA SER PROCESADA SI LA CUOTA DE \$50.00  
PARA CADA ADULTO NO ESTA PAGADA EN AVANSADO\*\***

**SEA AVISADO QUE TODO LOS PAPELES SUMETIDOS CON LA APLICACION  
NO SERAN REGRESADOS A EL APLICANTE.**

# CREDIT REPORT RELEASE

I HEREBY AUTHORIZE LEMLE & WOLFF AND ITS AGENT/S, TO OBTAIN MY CREDIT REPORT (WHICH INCLUDES HOUSING, PALS (PREVIOUS ADDRESS LOCATOR SERVICE), AND CRIMINAL BACKGROUND) IN CONNECTION WITH MY RENTAL/SALES APPLICATION.

I HEREBY ADDITIONALLY AUTHORIZE LEMLE & WOLFF AND THEIR AGENT/S TO OBTAIN A SOCIAL SEARCH, NOW OR IN THE FUTURE.

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➤ **Applicant Name** \_\_\_\_\_

Home Address \_\_\_\_\_

SS # \_\_\_\_\_ Date of Birth \_\_\_\_\_

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

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

➤ **Co-Applicant Name** \_\_\_\_\_

Home Address \_\_\_\_\_

SS # \_\_\_\_\_ Date of Birth \_\_\_\_\_

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

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

➤ **Co-Applicant Name** \_\_\_\_\_

Home Address \_\_\_\_\_

SS # \_\_\_\_\_ Date of Birth \_\_\_\_\_

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

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

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➤ THE SIGNATURE OF EACH LEASE ADULT APPLICANT IS REQUIRED