

# KEYAH

## Enterprises, Inc. Licensed Real Estate Broker

165 West 73<sup>rd</sup> Street New York, New York 10023 Tel: 212-595—5565 ext. 611 / 612 Fax: 212-873-3356

### Application Guidelines

Dear Applicant,

Thank you for deciding to apply for an apartment. In an effort to speed the approval process along there are a few steps you must take and a few things you should know:

1. Everyone who will potentially live in the apartment must complete an application.
2. **ALL APPLICANTS MUST SUBMIT**
  - a. A letter from their employer stating length of employment and salary.
  - b. The front page and signature page of the previous year's tax return (to substantiate income)
  - c. A completed and signed Keyah application
  - d. \$250.00 application fee
3. The application(s) must be filled out completely and submitted with a **\$250.00 "DEPOSIT" (CASH ONLY)** to be delivered to Keyah Enterprises, Inc. at 165 West 73<sup>rd</sup> Street (between Amsterdam Ave. & Columbus Ave. in Manhattan). If the lease is approved and typed and if for any reason the applicant decides not to sign the lease, the applicant will not be entitled to a refund of the \$250.00 processing fee. In the event the applicant is denied for any reason by the landlord, then the applicant will be refunded \$175.00 of the total amount of processing fee submitted with the application. Applicant must claim same within **Ten (10) days** of the date hereof. The lease must be signed before taking possession, and within **three (3) days** of application or so soon thereafter the lease is offered for signature. First month's rent, security and any fees are to be paid at the signing of the lease. Possession will be given only after the references have been approved and the landlord retains the absolute right to reject this application. The landlord may at its option conduct a credit investigation of the applicant and his/her permission to do so at this time and upon each subsequent lease renewal is hereby given.
4. All applicants should be aware that your lease will require an approved Co-signer(s) and/or Guarantor(s) at the Landlord's discretion if: (a) your income does not equal at least 40 times the rent or, (b) you have not been employed at your present job for at least six (6) months or, (c) you have a poor credit history or lack thereof.
5. All leases commence on the first day of the month. Typically, your move-in date will be the 3<sup>rd</sup> or 4<sup>th</sup> of the month, as the unit will need to be painted and cleaned after the prior tenants vacate. Rent is pro-rated accordingly.

Remember, the sooner you submit *all* the required materials, the sooner you will have a new home!

Thank you for applying,

Frances Blake

Associate Broker

