



ENTERPRISES, INC.

LICENSED REAL ESTATE BROKER

165 West 73rd 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. Signed New York State Landlord/Tenant Disclosure Form.
- E. \$300.00 application fee

3. The application(s) must be filled out completely and submitted with a **\$300.00 "DEPOSIT" (CASH ONLY)** to be delivered to Keyah Enterprises, Inc. at 165 West 73rd Street (between Amsterdam Ave. & Columbus Ave. in Manhattan). \$50.00 will be applied for *each* credit report. If the lease is approved and prepared and if for any reason the applicant decides not to sign the lease, the balance of the deposit will be applied as a processing fee. In the event the applicant is entitled to a refund of any portion of the deposit, applicant must claim same within **Ten (10) days** of the date hereof and surrender the original receipt.

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 3rd or 4th 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,

Michelle Blake

Associate Broker