

APPLICATION SCREENING DISCLOSURE

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RENAISSANCE REALTY GROUP

Thank you for considering application to one of our quality rental units. Please read below to learn about our application screening process and what you can expect. If you have any questions, don't hesitate to contact us at 718 376 5400.

To apply for an apartment, submit an application plus backup documents to the leasing agent. You may do this in person, via fax, or on-line. To apply on-line please visit our website at www.renrly.com then, click availabilities, select the building you would like, and click "apply".

Application Screening Fee: Non-refundable \$35 for one applicant, and an additional \$15 for each additional applicant.

- The screening fee is to cover the cost of obtaining information on the applicant(s) as we process the application for a rental agreement.
- The screening fee must be paid in cash, check, or www.paypal.com

Application Process:

- We offer application forms to everyone who inquires about the rental.
- We review applications in the order they are received by us.
- We may require up to 5 business days to verify information on the application; however, most applications are processed in 48 hours.
- If we are unable to verify information on the application, the application may be denied.

SCREENING GUIDELINES

Complete Application:

- Unless joint applicants are married, each must submit a separate application.
- Incomplete applications will not be reviewed.
- We will accept the first qualified applicant(s).

Identification:

- Applicants must submit valid identification, must include photograph.
 - Government ID is preferred (drivers license, passport)

Prior Rental History:

- Rental history of 2 years (if applicable) must be verifiable from unbiased/unrelated sources.
- Applicant must provide us with information necessary to contact past landlords. We reserve the right to deny any application if, after making good faith effort, we are unable to verify prior rental history.

Sufficient Income/Resources:

- Qualifying applicants must earn a total annual household income (excluding utilities) of 40x the monthly rent and guarantors must earn an annual household income of 80x the monthly rent .
- Income/resources must be verifiable through pay stubs, employer contact, current tax records, and/or bank statements.

Credit/Criminal/Public Records Check:

- Negative reports may result in denial of application.
- Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance, or of a felony may be denied of tenancy.

Screening Process:

- We determine, based on the application, whether the applicant meets our screening guidelines.
- We verify income and resources.
- We check with current and previous landlords.
- We obtain a credit report, criminal records report, and public records report.

You can fax or hand deliver your application to us at:

- Fax: 718 376 6910
- Mail: Renaissance Realty Group 1946 Coney Island Avenue, Brooklyn, NY 11223
- Or for hand delivery, please call us at 718 376 5400 to set up an appointment
- To pay by Paypal, please contact us for the payment details

Lease Signing: Within 24 hours you will be required to submit photo ID, requested back up documents, and **TWO (2) SEPARATE CERTIFIED CHECKS** representing the first months rent and security deposit. The lease signing will take place in the leasing office if possible. If the leases cannot be signed in the presence of the Leasing Agent, all signatures must be notarized.