



Algin Management Co., LLC
200 East 33rd Street | Suite L2 | New York | New York | 10016
Phone: 212.213.1727 | Fax: 212.725.1245

Application Checklist:

Please be advised that in order to process your application, you must include *all* of the items listed below:

- \$100.00 **NONREFUNDABLE Cashier's Check or Money Order** for processing fee
(For each applicant)
Make payable to: Algin Management Co., LLC
****We DO NOT accept CASH, CREDIT CARDS or PERSONAL CHECKS**
- Completely executed and dated application
- Completely executed and dated Disclosure Form
- Letter from Employer stating current salary, length of employment & position
****If Self-employed, provide letter from accountant stating earnings for previous two (2) years**
- Income Verification *(All 3 items listed below are required)*
 - Last 3 Paystubs
 - Most recent W2
 - 1099 Form (For independent contractors only)
- Most recent Bank Statement
- Copy of Photo ID

Please ensure that you have complied with the above checklist before you mail or drop off your application. All of the above documents are required per applicant. Incomplete applications will **NOT** be processed.

Thank you,

Algin Management Co., LLC



200 East 33rd Street, New York, NY 10016

Tel. (212) 213-1727 Fax (212) 725-1245

Building		Apartment #	Rooms	Monthly Rent	Security
Lease Start Date	Lease Term	Landlord	Broker	Agent	

UNIFORM RESIDENTIAL APPLICATION

This application is designed to be completed by one applicant only. In the spirit of U.S. Policy for the achievement of equal housing opportunity, there are no barriers to obtaining housing because of race, color, sex, sexual orientation, national origin, handicap, or familial status. Approval is based on an applicants ability to prove employment, income, residency, credit and financial history as described in detail below. All information supplied will be verified for its accuracy. All section must be complete before submitting for approval.

• THIS APPLICATION MUST BE PRINTED AND LEGIBLE •

ABOUT THE APPLICANT						Write your name as it appears on your credit files	
First name		Middle	Last name		Jr., Sr., II, III	Sex M <input type="checkbox"/> F <input type="checkbox"/>	
Social Security Number		Date of Birth		Day Phone		Evening Phone	
In Case of Emergency, Notify				Phone #		Relationship to you	

CURRENT RESIDENCY						You may be required to produce a signed lease and/or cancelled rent check	
Address			Apt.	City		State	Zip
Name of Landlord/Management Company or Tenant of record				Phone #		Contact Name	
How long Have You Lived at this address?			Monthly Rent / Mortgage		<input checked="" type="checkbox"/> Check one <input type="checkbox"/> Own <input type="checkbox"/> Rent		

PRIOR RESIDENCY						Must be filled in if you lived at the Current Address for less than 2 years	
Address			Apt.	City		State	Zip
Name of Landlord/Management Company or Tenant of record				Phone #		Contact Name	
How long Have You Lived at this address?			Monthly Rent / Mortgage		<input checked="" type="checkbox"/> Check one <input type="checkbox"/> Own <input type="checkbox"/> Rent		

CURRENT EMPLOYMENT						Primary Source of Income	
Name of Employer		Address of Employer			City	State	Zip
Contact Name		Contact Phone #		How long on this job?		Date (From -To)	
Your Position/Title/Type of Business		Monthly Rent / Mortgage		How long in this line of work/ Profession		<input checked="" type="checkbox"/> Check if: <input type="checkbox"/> Self Employed <input type="checkbox"/> Independent Contractor	

ANNUAL INCOME					In Detail
Base income	Overtime	Bonuses	Commissions	TOTAL	

If Self Employed, Independent Contractor or use overtime, bonus or commission income to qualify 1-Fluctuating income may be averaged 2-you may be required to produce 2 years Income Tax Documentation. 3-You are required to supply information about the Accountant that prepared your most recent income tax return.

Accountant Name	Phone #	Address
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If Current Employment is Less Than 2 Years, You Must Include Your Previous Employment Information

EMPLOYMENT 2				
<input checked="" type="checkbox"/> Check one <input type="checkbox"/> Second Income Source used to Qualify <input type="checkbox"/> Prior Employment				
Name of Employer	Address of Employer	City	State	Zip
Contact Name	Contact Phone #	How long on this job?	Date (From -To)	
Your Position/Title/Type of Business	Monthly Rent / Mortgage	How long in this line of work/ Profession	<input checked="" type="checkbox"/> Check if: <input type="checkbox"/> Self Employed <input type="checkbox"/> Independent Contractor	

ANNUAL INCOME In Detail				
Base Income	Overtime	Bonuses	Commissions	TOTAL

ASSET ACCOUNTS You may be required to produce Monthly Account Statements				
<input checked="" type="checkbox"/> Check If: Checking <input type="checkbox"/> Savings <input type="checkbox"/> Money Market <input type="checkbox"/> Stock Investment <input type="checkbox"/> Other _____				
<input type="checkbox"/> Individual Account <input type="checkbox"/> Joint Account (Supply Source Name & SS#) _____				
<input type="checkbox"/> Corporate Account (Supply Tax ID#) _____ Is This a Borrowing Account? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Name of Bank or Institution	Branch Address	Account #		
Name(s) Exactly As They Appear On This Account	Branch Phone #	Contact Name		

<input checked="" type="checkbox"/> Check if: Checking <input type="checkbox"/> Savings <input type="checkbox"/> Money Market <input type="checkbox"/> Stock Investment <input type="checkbox"/> Other _____				
<input type="checkbox"/> Individual Account <input type="checkbox"/> Joint Account (Supply Source Name & SS#) _____				
<input type="checkbox"/> Corporate Account (Supply Tax ID#) _____ Is This a Borrowing Account? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Name of Bank or Institution	Branch Address	Account #		
Name(s) Exactly As They Appear On This Account	Branch Phone #	Contact Name		

REFERENCES Other than family members		
Name	Phone #	Relationship to you
Name	Phone #	Relationship to you

Department of Motor Vehicles Identification Must be completed if registered motorist					
Motorist License ID#	State of License	Primary Vehicle License Plate	Manufacturer	Year	Model

Will you be living with pets?		Describe in detail: <i>Type of pet, Breed, Weight, (extra security may apply)</i>
<input type="checkbox"/> No <input type="checkbox"/> Yes	Details	
How many pets?		

NEW YORK CITY TENANT FAIR CHANCE ACT

Pursuant to federal and state law:

- 1) If your application is denied or other adverse action is taken against you due to a screening report the landlord uses, the landlord must tell you so and how to contact the screening company to obtain a free copy of the report.
- 2) You may dispute inaccurate or incorrect information on the report directly with the screening company. Our screening company is: On-Site.com, P.O. Box 1504, Los Altos, CA 94023 | Phone: (877) 222-0384 | Fax: (888) 774-0144 | www.on-site.com/documents
- 3) Annually, you may order a free screening report annually from www.annualcreditreport.com (in addition to a free report from each national consumer reporting agency if adverse action was taken against you).

AUTHORIZATION TO RELEASE INFORMATION: I the applicant, give full authorization for an investigative report whereby third parties may be contacted to report on my character, general reputation, personal characteristics, mode of living, salary-income, consumer credit and banking financial practices. I have the right to make a written request for disclosure of the nature, results and scope of this investigation. I may not however receive or view my consumer credit file. I agree to hold the credit agencies, Algin Management Co., LLC and its affiliates harmless for any claims that may arise as a result of this investigation. I authorize Banks, Financial Institutions, Landlords, Business Associates, Credit Bureaus, Attorneys, Accountants and other persons or institutions with whom I am acquainted to furnish any and all information regarding me. This authorization also applies to any update of reports which may be ordered in connection with this application and any renewals or to collect any debts owed at any time. I am willing that a photocopy or fax of this authorization be accepted with the same authority as this original.

My Printed Name	My Signature	Date of my Authorization
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New York State Disclosure Form for Landlord and Tenant

THIS IS NOT A CONTRACT

New York State law requires real estate licensees who are acting as agents of landlords and tenants of real property to advise the potential landlords and tenants with whom they work of the nature of their agency relationship and the rights and obligations it creates. This disclosure will help you to make informed choices about your relationship with the real estate broker and its sales agents.

Throughout the transaction you may receive more than one disclosure form. The law may require each agent assisting in the transaction to present you with this disclosure form. A real estate agent is a person qualified to advise about real estate.

If you need legal, tax or other advice, consult with a professional in that field.

Disclosure Regarding Real Estate Agency Relationships

Landlord's Agent

A landlord's agent is an agent who is engaged by a landlord to represent the landlord's interest. The landlord's agent does this by securing a tenant for the landlord's apartment or house at a rent and on terms acceptable to the landlord. A landlord's agent has, without limitation, the following fiduciary duties to the landlord: reasonable care, undivided loyalty, confidentiality, full disclosure, obedience and duty to account. A landlord's agent does not represent the interests of the tenant. The obligations of a landlord's agent are also subject to any specific provisions set forth in an agreement between the agent and the landlord. In dealings with the tenant, a landlord's agent should (a) exercise reasonable skill and care in performance of the agent's duties; (b) deal honestly, fairly and in good faith; and (c) disclose all facts known to the agent materially affecting the value or desirability of property, except as otherwise provided by law.

Tenant's Agent

A tenant's agent is an agent who is engaged by a tenant to represent the tenant's interest. The tenant's agent does this by negotiating the rental or lease of an apartment or house at a rent and on terms acceptable to the tenant. A tenant's agent has, without limitation, the following fiduciary duties to the tenant: reasonable care, undivided loyalty, confidentiality, full disclosure, obedience and duty to account. A tenant's agent does not represent the interest of the landlord. The obligations of a tenant's agent are also subject to any specific provisions set forth in an agreement between the agent and the tenant. In dealings with the landlord, a tenant's agent should (a) exercise reasonable skill and care in performance of the agent's duties; (b) deal honestly, fairly and in good faith; and (c) disclose all facts known to the tenant's ability and/or willingness to perform a contract to rent or lease landlord's property that are not consistent with the agent's fiduciary duties to the buyer.

Broker's Agents

A broker's agent is an agent that cooperates or is engaged by a listing agent or a tenant's agent (but does not work for the same firm as the listing agent or tenant's agent) to assist the listing agent or tenant's agent in locating a property to rent or lease for the listing agent's landlord or the tenant agent's tenant. The broker's agent does not have a direct relationship with the tenant or landlord and the tenant or landlord can not provide instructions or direction directly to the broker's agent. The tenant and the landlord therefore do not have vicarious liability for the acts of the broker's agent. The listing agent or tenant's agent do provide direction and instruction to the broker's agent and therefore the listing agent or tenant's agent will have liability for the acts of the broker's agent.

Dual Agent

A real estate broker may represent both the tenant and the landlord if both the tenant and landlord give their informed consent in writing. In such a dual agency situa-

tion, the agent will not be able to provide the full range of fiduciary duties to the landlord and the tenant. The obligations of an agent are also subject to any specific provisions set forth in an agreement between the agent, and the tenant and landlord. An agent acting as a dual agent must explain carefully to both the landlord and tenant that the agent is acting for the other party as well. The agent should also explain the possible effects of dual representation, including that by consenting to the dual agency relationship the landlord and tenant are giving up their right to undivided loyalty. A landlord and tenant should carefully consider the possible consequences of a dual agency relationship before agreeing to such representation. A landlord or tenant may provide advance informed consent to dual agency by indicating the same on this form.

a sales agent to represent the tenant and another sales agent to represent the landlord. A sales agent works under the supervision of the real estate broker. With the informed consent in writing of the tenant and the landlord, the designated sales agent for the tenant will function as the tenant's agent representing the interests of and advocating on behalf of the tenant and the designated sales agent for the landlord will function as the landlord's agent representing the interests of and advocating on behalf of the landlord in the negotiations between the tenant and the landlord. A designated sales agent cannot provide the full range of fiduciary duties to the landlord or tenant. The designated sales agent must explain that like the dual agent under whose supervision they function, they cannot provide undivided loyalty. A landlord or tenant should carefully consider the possible consequences of a dual agency relationship with designated sales agents before agreeing to such representation. A landlord or tenant may provide advance informed consent to dual agency with designated sales agents by indicating the same on this form.

Dual Agent with Designated Sales Agents

If the tenant and the landlord provide their informed consent in writing, the principals and the real estate broker who represents both parties as a dual agent may designate

This form was provided to me by William Gutmann (print name of licensee) of Algin Management Co., LLC (print name of company, firm or brokerage), a licensed real estate broker acting in the interest of the:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Landlord as a (check relationship below) | <input type="checkbox"/> Tenant as a (check relationship below) |
| <input checked="" type="checkbox"/> Landlord's agent | <input type="checkbox"/> Tenant's agent |
| <input type="checkbox"/> Broker's agent | <input type="checkbox"/> Broker's agent |
| <input type="checkbox"/> Dual agent | |
| <input type="checkbox"/> Dual agent with designated sales agent | |

For advance informed consent to either dual agency or dual agency with designated sales agents complete section below:

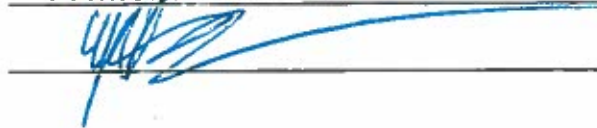
- Advance informed consent dual agency
 Advance informed consent to dual agency with designated sales agents

If dual agent with designated sales agents is indicated above: _____ is appointed to represent the tenant; and _____ is appointed to represent the seller in this transaction.

Print Name:
(I) (We) _____ acknowledge receipt of a copy of this disclosure

form: signature of { } Landlord(s) and/or { } Tenant(s):

William Gutmann



Print: X

Sign: X

Date: _____

Date: X