

RENTAL APPLICATION FOR OCCUPANCY

Complete one application for each adult applicant.

IMPORTANT: Submission of this application does not create a lease or guarantee approval.
Use "N/A" where a field does not apply; do not leave required fields blank.

PROPERTY AND APPLICATION DETAILS

Building Name / Address *

Apartment Number *

Number of Rooms

Monthly Rent

Security Deposit

Requested Move-In Date

Requested Lease Term

Application Date *

APPLICANT INFORMATION

Full Legal Name (First, Middle, Last) *

Social Security Number *

Date of Birth (MM/DD/YYYY) *

Primary Phone Number *

Email Address *

Current Mailing Address (if different from residence)

U.S. Citizen?

☐

Yes

☐

No

Visa / Immigration Status (if applicable)

EMERGENCY CONTACT

Full Name *

Relationship to Applicant

Phone Number *

Email Address

Mailing Address

RESIDENTIAL HISTORY

Provide complete contact information so the residence history can be verified.

CURRENT RESIDENCE

Street Address, Apartment / Unit *

City *

State *

ZIP Code *

Residence Phone Number

Length of Residence (Years / Months) *

Occupancy Type

☐ Rent

☐ Own

☐ Other

Monthly Rent / Mortgage Payment *

Current Landlord / Mortgage Company *

Landlord / Mortgage Company Phone *

Landlord / Mortgage Company Address

Mortgage Account Number (if applicable)

Reason for Leaving

PREVIOUS RESIDENCE

Required if current residence is less than 2 years

Street Address, Apartment / Unit

City

State

ZIP Code

Previous Landlord / Mortgage Company

Phone Number

Term of Residence (Years / Months)

Reason for Leaving

Additional Residential History or Explanation

EMPLOYMENT, INCOME AND FINANCIAL INFORMATION

Provide current information and identify contacts who may verify the application.

CURRENT EMPLOYMENT AND INCOME

Employer / Company Name *

Position / Title *

Employer Address *

Supervisor / HR Contact *

Employer Phone Number *

Date of Hire *

Gross Annual Salary / Income *

Other Income or Compensation (source and annual amount)

SELF-EMPLOYED APPLICANTS: Provide business name, ownership percentage, CPA contact, and the most recent two years of tax returns.

Additional corporate or personal financial documentation may be requested during review.

FINANCIAL INFORMATION

Primary Bank / Financial Institution *

Bank Phone Number

Bank Address

Checking Account Number

Savings Account Number

Secondary Bank / Financial Institution

Bank Phone Number

Bank Address

Checking Account Number

Savings Account Number

REFERENCES, OCCUPANCY AND APPLICANT AUTHORIZATION

Complete all applicable sections and review the certification before signing.

PROFESSIONAL AND BUSINESS REFERENCES

CPA Firm / Accountant

CPA Contact Name

CPA Phone Number

CPA Email Address

Law Firm / Attorney

Attorney Contact Name

Attorney Phone Number

Attorney Email Address

PROPOSED OCCUPANCY AND PETS

Number of Adults *

Number of Children *

Number of Pets *

Pet Weight(s)

Names and Relationships of All Other Occupants *

Pet Type / Breed / Age (if applicable)

PET POLICY: Pets over 50 lbs. are not permitted.

APPLICANT DECLARATIONS

Have you ever been dispossessed, evicted, or subject to a landlord-tenant proceeding?

☐ Yes

☐ No

Are you applying for or renting this apartment under any name other than the legal name above?

☐ Yes

☐ No

If yes to either question, explain

AUTHORIZATION AND CERTIFICATION

I certify that the information provided in this application and all supporting documents is true, complete, and accurate. I authorize Van Dorn Holdings LLC, William Moses Co. Inc., and their agents to verify my employment, income, banking information, residential history, and professional references, and to obtain consumer or background reports as permitted by law for the purpose of evaluating this application. I authorize employers, landlords, mortgage institutions, banks, attorneys, accountants, and other references to furnish information requested in connection with this application. A photocopy or electronic copy of this authorization may be treated as an original. I understand that submission of this application does not create a lease or tenancy and that the owner reserves the right to accept or reject the application. I understand that application fees are non-refundable to the extent permitted by law.

Applicant Signature (type full legal name) *

Date *

APPLICATION DOCUMENT CHECKLIST AND FEE INFORMATION

Use this page to confirm that all required materials are included.

LEASING CONTACT

Jessica Lynch, Leasing Associate Cell: 917-378-6209 Email: jessica@wamnetworks.com

REQUIRED ITEMS

- ☐ Completed WAM / Van Dorn rental application
- ☐ \$20 application fee for each applicant
- ☐ Government-issued photo identification
- ☐ Visa or immigration documentation, if applicable
- ☐ Income verification (see options below)
- ☐ Recent bank or brokerage account statement

ACCEPTABLE INCOME VERIFICATION

Submit at least one of the following, unless additional documentation is requested:

- ☐ Employment verification letter
- ☐ Last two years' tax returns (first two pages)
- ☐ Three most recent pay stubs
- ☐ Other supporting income documentation

APPLICATION FEE PAYMENT INFORMATION

Checks should be made payable according to the property applied for:

PROPERTY	CHECKS PAYABLE TO
145 West 58th Street	Meurice Equity Partners LLC
150 West 58th Street	Van Dorn Holdings LLC
575 West End Avenue	575 Associates Inc.
853 Seventh Avenue	W&HM Realty Partners Co. LLC

NEXT STEP Complete the submission and confirmation page that follows, then retain a copy of the full package.
Incomplete applications may delay review and may require additional follow-up documentation.

SUBMISSION AND FINAL APPLICANT CONFIRMATION

Review submission options, identify the referral source, and confirm the package is complete.

SUBMISSION INSTRUCTIONS

ELECTRONIC SUBMISSION

Email: jessica@wamnetworks.com

Fax: (212) 581-9130

HARD-COPY SUBMISSION

Front Desk - Main Office

145 West 58th Street (The Meurice)

New York, NY 10019

Application fees and supporting documents may be submitted together. Please retain copies of everything provided.

Management may request additional documentation where reasonably necessary to complete the review.

REFERRAL SOURCE

How did you hear about us?

☐ Broker

☐ Internet

☐ Other

Broker Name / Firm or Website

Other - Please Explain

APPLICANT CONFIRMATION

☐ I have reviewed the application and completed all applicable fields.

☐ I have included all required supporting documents and the application fee.

☐ I understand that additional documentation may be requested during review.

Applicant Name *

Date *

OFFICE USE ONLY

Date Received

Received By

Application Fee Received

Documents Outstanding

Reviewer / Status

Internal Notes