



TEL: 718-374-5072

www.allboroprop.com

FAX: 718-374-5073

RESIDENT APPLICATION

Thank you for your interest in an All Borough Properties property. Below, you will find the instructions and criteria required for applying for a property managed by ABP. It is important that you read the information below prior to making application to understand what is required for renting the property. If you have further questions, contact us at (718) 374-5072.

Application

- It is a requirement that each applicant fill out a separate application, and is 18 years of age or older.
- It is required the entire application is completed on both sides. Failure to supply information can mean denial of the application.
- ABP accepts only signed applications.
- If a cosigner is required, the person applying as a co-signor must complete a cosigner application. Ask an ABP representative for this form if needed. It is not company policy to accept a cosigner unless there are extraordinary circumstances and ABP obtains approval from the owner.
- ABP processes applications after receipt, but selection is not a first-come, first-served process.
- When making application, applicants must furnish verifiable photo identification such as drivers' license, military ID, state ID, or passport. Identification from merchant stores is not acceptable.
- Mail applications to
All Borough Properties
PO BOX 244
Brooklyn, N.Y. 11218

The Application/Processing Fee

- A \$50.00 application fee is required per application, without exception, and is non-refundable.
- A \$50.00 application fee for cosigners is required as well, and is non-refundable.
- This fee is to cover the costs incurred while processing the application (application fees are to be paid by money order or cashiers' check).

Basic Criteria

The general criteria for all applications are good income, credit, and tenant history or ownership of all applicants, proving the ability to support the rental income and care for the property. Negative findings on one or more of the three areas can cause denial of an application: false documentation is immediate grounds for denial of an application.

Income

- All applicants are required to supply reasonable, reliable, and legal documentation on all income; all documentation on income is required in a timely manner.
- Examples of income are employee records, income tax records, social security documentation, monthly stipends, trust funds, and other sources that will reflect the ability to make monthly rental payments.
- ABP must be able to verify all income sources, and reserves the right to disqualify applicants for failure to prove income, supply adequate documentation, or prove the ability to support rental payments.

Credit

- ABP obtains a credit report for all applicants, and does not accept copies of credit reports from applicants, no exceptions.
- ABP accepts discharged bankruptcies, if the prospective tenant has re-established good credit,
- Negative credit reports can be grounds for denial of an application.

Rental History or Property Ownership

- ABP requires a minimum of two (2) years of rental history, and/or homeownership, unless a co-signor is accepted or mitigating circumstances are proven
- All references must be verifiable and family references are not accepted.
- Negative references can be grounds for denial of an application.

Acceptance/denial

- ABP notifies applicants of acceptance or denial within 3-5 business days of application, unless ABP cannot complete verifications. If more documentation is required, ABP will notify the applicant.
- If accepted, applicants are required to follow requirements outlined on the ABP Rental Application for completion of renting.
- All applicants applying together must qualify; denial of one applicant results in the denial of all applicants.
- Giving false information is automatic grounds for denial.

ALL BOROUGH PROPERTIES RENTAL APPLICATION

FULL NAME					
Home #		Work #		Cell #	
Property to rent					
Application date		Date you want rent to begin			

To apply, the following is required:

- Each person, 18 years of age and over, must fill out a complete All Borough Properties (ABP) application.
- ABP supports Fair Housing Laws and is an Equal Opportunity Employer.
- Applicants must have current identification in the form of driver's license, state ID, military ID, or passport.
- Note: properties cannot be held for long periods of time
- Applicant is required to fill out both pages and sign the second page.
- A \$50.00 application/processing fee in cashier's check or money order must accompany this application
- An application/processing fee is required to process applications, no exceptions
- ABP reviews income, credit, rental, or home ownership to qualify applicants – please read the ABP Application Instructions. If you do not have a copy of the Application Instructions, please ask ABP for one.
- Applicants must list all intended residents below.
- ABP requires listing of all animals/pets of any size, kind, or type. If you have an animal/pet, contact ABP to find out if this property can have animals/pets.
- If the owner allows animals/pets in the property, there is an increase in the security deposit of \$300 per pet/animal.
- Disclose vehicles of any size, kind, or type. Each property has vehicle limitations; inquire at ABP.
- ABP generally processes applications in 3-5 business days, but applications can take longer if more information is required from the applicant or there is difficulty obtaining a reference for the applicant.
- ABP and/or the owner must approve all pets, and if the owner allows a pet, an increase to the deposit is required for each pet.
- An increase in deposit, determined by the owner of the property, is required for animals, whether they are considered an "inside or outside" animal by the applicant. To find out what pets are acceptable for the property desired, inquire at the ABP office.
- Disclose all water-filled furniture. Applicant must obtain an insurance policy for water-filled furniture, within ten (10) business days.

If ABP approves applicant:

- If approved, to hold a property and refuse other applicants, ABP requires the first month's rent and security deposit paid in certified funds and the rental agreement signed.
- All persons 18 and over must sign the rental agreement, and supply a current ID at time of signature. A signature is required of any approved cosigner as well.
- If ABP approves the applicant and the applicant defaults on the requirements of renting a property, ABP reserves the right to deny this application.
- If approved, the applicant must complete a walk through inspection prior to occupancy.

If ABP denies the applicant:

- ABP will notify applicants of denial as soon as practical.

List names (first and last) and ages of all prospective tenants, INCLUDING YOU

Name	Age	Name	Age	Name	Age

To complete application, please turn to the page 2
Incomplete and/or unsigned applications will NOT be processed

ABP RENTAL APPLICATION, PAGE 2

THE FOLLOWING INFORMATION ON THIS PAGE IS REQUIRED IN ORDER TO PROCESS THE APPLICATION					
Full name			Other last names		
Home phone			Nicknames		
Work phone		Cell phone	Social Sec. #		
Birth date			Driver's license #		
Please answer all of the following questions					
List all pets and types of pets:			Do the pets have current vaccinations? (yes) (no)		
List type and breed for all pets:					
Will you have water-filled furniture?	(yes)(no)	If so, specify			
Have you ever declared bankruptcy?		If so, when, why			
Do you have a previous eviction?		If so, when, why			
Have you ever refused to pay rent?		If so, when, why			
Ownership or Landlord History					
Current address			Previous address		
Current city			Previous city		
Current state			Previous state		
Current zip			Previous zip		
Rent or own?		How long?	Rent or own?		# Years
Landlord name			Landlord name		
Landlord telephone #			Landlord telephone #		
Reason for leaving			Reason for leaving		
Income: (supply documentation for all income)					
Current employer	(if a new employer, submit a letter of employment from the company with details)				
Employer name			Supervisor name		
Employer work #			# of years employed		
Human resources #			Position		F/T or P/T
Work address			Salary per month		\$
Other Income			Amount		\$
Other Income			Amount		\$
Previous Employer	(Employers older than five years do not need to be supplied)				
Previous employer			Supervisor name		
Employer Wk. Ph			# of years employed		
Human resources #			Position		F/T or P/T
Work address			Salary per month		\$
Other income					
Income source			Total monthly income		\$
Income source			Total monthly income		\$
Income source			Total monthly income		\$
Vehicle information (list ownership of cars, trucks, vans, trailers, boats, RV's, motorcycles, motor bikes, etc.)					
# of Vehicles			Make and license #		
Make and license #			Make and license #		

I, the **UNDERSIGNED APPLICANT**, affirm that the information contained in this two-page application is true and correct, and I authorize All Borough Properties to verify all information contained in this application. Misstatements, either false or incorrect are reason for denial of occupancy. I also understand that if I rent from All Borough Properties, and I fail to fulfill my obligations, ABP can submit a negative credit report reflecting my rental history to a credit-reporting agency. I understand this application is the property of All Borough Properties.

APPLICANT SIGNATURE	DATE:
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Submit application to: **All Borough Properties**
 (with application fee) **PO BOX 244**
Brooklyn, NY 11218

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Email: info@allboroprop.com