



# Harlington Realty Co LLC

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## Apartment Lease Application

Application Date \_\_\_\_\_

Property: \_\_\_\_\_ Apt Number: \_\_\_\_\_

Monthly Rent: \_\_\_\_\_

### Tenants

Full Name (First, Middle, Last)	Email	Cell Phone
1.		
2.		
3.		
4.		

### Guarantors

Full Name (First, Middle, Last)	Email	Cell Phone
1.		
2.		
3.		
4.		

Will anyone else be occupying the apartment with you? Yes No

If yes, please list below:

Full Name (First, Middle, Last)	Date of Birth	Relationship to Tenant
1.		
2.		
3.		
4.		

### Pets

Type/Species	Breed	Weight
1.		
2.		

Musical Instruments: \_\_\_\_\_

How did you find the apartment? \_\_\_\_\_ Describe: \_\_\_\_\_



# Harlington Realty Co LLC

## Tenant/Guarantor Lease Application

(This form must be completed by each prospective Tenant/Guarantor)

Applicant's Name: \_\_\_\_\_

SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### Current Address

Street Address:		City:
State/Province:	Zip/Postal Code:	Country:

### Prior Address (If at current address less than 5 years)

Street Address:		City:
State/Province:	Zip/Postal Code:	Country:

### Contact Information

Cell Phone:	Home Phone:	Work Phone:
Primary Email:		Secondary Email:

### Current Landlord

Name:		Street Address:	
City:	State/Province:	Zip/Postal Code:	
Phone:	Years of Residence:	Monthly Rent:	

### Employment (List all for the past 5 years)

Employer Name:		Street Address:	
City:	State/Province:	Zip/Postal Code:	
Title:	Duration:	Annual Salary:	
Annual Bonus:	Supervisor's Name:	Phone Number:	

Employer Name:		Street Address:	
City:	State/Province:	Zip/Postal Code:	
Title:	Duration:	Annual Salary:	
Annual Bonus:	Supervisor's Name:	Phone Number:	

Employer Name:		Street Address:	
City:		State/Province:	Zip/Postal Code:
Title:		Duration:	Annual Salary:
Annual Bonus:	Supervisor's Name:		Phone Number:

Employer Name:		Street Address:	
City:		State/Province:	Zip/Postal Code:
Title:		Duration:	Annual Salary:
Annual Bonus:	Supervisor's Name:		Phone Number:

**Other Income**

Description:
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**Condominium, Cooperative or Private Home Ownership (List all for the past 5 years)**

Street Address:		City:
State/Province:	Zip/Postal Code:	Status (If sold, indicate year):

Street Address:		City:
State/Province:	Zip/Postal Code:	Status (If sold, indicate year):

**Outstanding Mortgage**

Mortgage Holder:	Balance:
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**Bank Accounts**

Bank Name:		Account Type:	Account Number:
Balance:	Phone Number:	Branch Location:	

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Balance:	Phone Number:	Branch Location:	

**Personal References (People you have known for at least 1 year)**

Name:		Street Address:	
City:		State/Province:	Zip/Postal Code:
Phone:	Years Acquainted:	Relationship:	

Name:		Street Address:	
City:		State/Province:	Zip/Postal Code:
Phone:	Years Acquainted:	Relationship:	

**Business References (i.e. Doctors, Attorneys, Accountants, Co-Workers)**

Name:		Occupation:
Phone:	Years Acquainted:	

Name:		Occupation:
Phone:	Years Acquainted:	

Are you a U.S. citizen? Yes    No    Other Country? \_\_\_\_\_

Alien Card/Visa # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Did you inspect the apartment indicated on the *Apartment Lease Application*? Yes    No

If yes, Date of Inspection: \_\_\_\_\_

**Emergency Contact**

Name:		Street Address:	
City:		State/Province:	Zip/Postal Code:
Phone:	Email:	Relationship:	

I hereby attest and affirm that the statements contained herein and on the *Apartment Lease Application* to which this is attached are complete and true to the best of my knowledge. Further, I hereby authorize the landlord and The Credential Researchers, Ltd to obtain my consumer credit report and to verify any information on this application and all other information they deem pertinent to qualification of the *Apartment Lease Application* and to release such information to the parties set forth above. All information obtained in the course of the application process is strictly confidential and may not be divulged to me nor to any other person except the landlord and the landlord’s authorized officers, employees and agents.

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(THIS APPLICATION WILL NOT BE PROCESSED WITHOUT A SIGNATURE)**



We do business in accordance with the Federal Fair Housing Law. We do not discriminate against any person because of race, color, religion, sex, sexual orientation, handicap, familial status or national origin.



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[www.credentialresearchers.com](http://www.credentialresearchers.com)

**AUTHORIZATION TO RELEASE INFORMATION TO  
THE CREDENTIAL RESEARCHERS, LTD.**

Pursuant to my application for a residential lease with \_\_\_\_\_,  
I hereby authorize the release of any and all information regarding:

- My current and past employment including positions held and salary/wages earned;
- My current and past residences including the performance of my obligations as a tenant;
- My current accounts held at financial institutions, including their current balances;
- Present and past income; and
- Any assets which I have declared on my tenant application in order to qualify for the residential lease I am seeking.

I hereby authorize all current and past employers, landlords, banks, financial institutions, and tax professionals to release the information described above to The Credential Researchers, Ltd.

In addition, I authorize all current and past employers, landlords, banks, financial institutions, and tax professionals to provide written documentation of the information described above to: The Credential Researchers, Ltd., 119 West 72<sup>nd</sup> Street, Suite 364, New York, NY 10023, PH: (212) 873-8290, FAX: (212) 873-2769.

I hereby acknowledge that a photocopy or facsimile of this signed document shall be considered as valid as an original when presented by The Credential Researchers, Ltd. to any of my current or past employers, landlords, banks, financial institutions or tax professionals.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Name (Printed)

\_\_\_\_\_  
Last 4 digits of SSN

*Note to Applicant: To expedite processing of your application, please advise your current and past employers, landlords, banks, financial institutions and tax professionals that The Credential Researchers, Ltd. will be contacting them. Please indicate the importance of a prompt response. Thank you.*