



**Yuco Management, Inc.**  
295 Madison Avenue, 34th Floor  
New York, New York 10017  
Phone: (212) 994-2200  
Fax: (212) 994-2250

Dear Applicant:

We take pride in our management and in our building. We actively seek good tenants to make their home with us, and we strive to provide the best services we possibly can while they live in our Apartments.

We screen our applicants very carefully, and we completely verify all information provided to us on the rental application that you complete and from other sources available to us. We run a credit report, we verify employment, and we check previous rental history.

The screening and verification process is used for every applicant the same way--fairly, consistently, uniformly. We work very diligently to observe both the spirit and the letter of the fair housing laws--not just because they are the law of the land, but because we sincerely believe, personally and as a company, in fair housing and equal opportunity in fair housing for everyone.

An applicant who meets the screening criteria is offered an apartment when a suitable one is available. An applicant who does not satisfy the screening criteria is not accepted as a tenant.

By making an application for an apartment, you acknowledge that these checks and verifications will be done, and give your permission for us to do so.

Please completely fill in your application. If you do not provide us with complete information, we will be unable to process the application successfully. If there is any item on the application that you do not understand, please ask for assistance from the manager. If there is additional information that you feel might be of assistance to us in processing your application, please let us know. We are here to be of service to you and to others seeking housing.

We welcome your suggestions as to how we might do that task better and more efficiently. We will do our best to process your application quickly and give you an answer within a reasonable time.

Please sign and date this letter where indicated below, and give it to the manager. The manager can provide you with a copy for your files. Thank you for applying; we sincerely hope that you will be a long-term tenant with us.

Yours truly,  
Yuco Management, Inc.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**RENTAL APPLICATION**

Building Address: \_\_\_\_\_

Apartment# \_\_\_\_\_ (studio/1-bdrm/2-bdrm/3-bdrm) Monthly Rent: \_\_\_\_\_

Date Ready to Move: \_\_\_\_\_ Broker Name: (if any) \_\_\_\_\_

How did you hear about this apartment vacancy? \_\_\_\_\_

**Instructions:**

- All information is to be filled out by applicant only.
- All complete applications must be submitted by mail or messenger.
- Incomplete applications will not be processed and may result in automatic rejection.

**FULL NAME** \_\_\_\_\_

Tel. #: Daytime ( ) \_\_\_\_\_ Evening ( ) \_\_\_\_\_

Mobile #: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Driver's License # \_\_\_\_\_ State: \_\_\_\_\_

Current member of military service (Yes or No): \_\_\_\_\_

Are you currently financially dependent on someone in military? (Yes or No): \_\_\_\_\_

Are you presently receiving a Section 8 housing voucher? (Yes or No): \_\_\_\_\_  
 (This information will not affect the processing of the application)

How many people **will** be living in your household including yourself? \_\_\_\_\_

List all of the people, starting with yourself, and provide the following:

	<u>Full Name</u>	<u>Relationship</u>	<u>Date of Birth</u> (mm/dd/yyyy)	<u>Sex</u>	<u>Soc. Security #</u>	<u>Occupation</u> (if none, please explain)
1.	_____	SELF	____/____/____	____	____-____-____	_____
2.	_____	_____	____/____/____	____	____-____-____	_____
3.	_____	_____	____/____/____	____	____-____-____	_____
4.	_____	_____	____/____/____	____	____-____-____	_____

**CURRENT ADDRESS** \_\_\_\_\_

Month & Year Moved In \_\_\_\_\_ Reason for Moving \_\_\_\_\_

Name & Address of Owner/Agent \_\_\_\_\_

Tel. # ( ) \_\_\_\_\_ Monthly Rental \$ \_\_\_\_\_

How much do you contribute to the total rent on the apartment? \_\_\_\_\_

**PREVIOUS ADDRESS** (If within 3 years) \_\_\_\_\_

Month & Year Moved In \_\_\_\_\_ Moved Out \_\_\_\_\_ Reason for Moving \_\_\_\_\_

Name & Address of Owner/Agent \_\_\_\_\_

Tel. # ( ) \_\_\_\_\_ Monthly Rental \$ \_\_\_\_\_

**CURRENT EMPLOYER** \_\_\_\_\_

Employer's Address \_\_\_\_\_

Date Employed \_\_\_\_\_ Employed As \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Tel. # ( ) \_\_\_\_\_ Annual Salary \$ \_\_\_\_\_

**Other Income** (Source \_\_\_\_\_ \$ \_\_\_\_\_ ) Total Income \$ \_\_\_\_\_

List all full and part-time employment for **all** household members. Include self-employed earnings.

Household Members	Name and Address of Employer	How long at Current Job	Gross Yearly Earnings
1.			
2.			
3.			
4.			

**BANK REFERENCES**

1. Checking Account # \_\_\_\_\_ Balance: \$ \_\_\_\_\_

Bank Name & Address \_\_\_\_\_

Name of Contact Person \_\_\_\_\_ Tel.# ( ) \_\_\_\_\_

2. Savings Account # \_\_\_\_\_ Balance: \$ \_\_\_\_\_

Bank Name & Address \_\_\_\_\_

Name of Contact Person \_\_\_\_\_ Tel.# ( ) \_\_\_\_\_

3. Other Asset Account # \_\_\_\_\_ Balance: \$ \_\_\_\_\_

Bank Name & Address \_\_\_\_\_

Name of Contact Person \_\_\_\_\_ Tel.# ( ) \_\_\_\_\_

**PERSONAL REFERENCE** \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Tel. # ( ) \_\_\_\_\_

In case of **EMERGENCY**, notify: \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Tel. # ( ) \_\_\_\_\_

Has applicant, spouse or another potential occupant ever been convicted of a felony or misdemeanor? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

Has applicant, spouse or other potential occupants ever been a party in a landlord/tenant legal action or proceeding? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

Have any judgments been entered against applicant, spouse or other potential occupants? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

Please give any additional information, which might help management evaluate this application:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE NOTE**  
**NO LAUNDRY EQUIPMENT (SUCH AS WASHER OR DRYER) PERMITTED!**  
**NO DOGS, CATS OR OTHER PETS PERMITTED!**

**IMPORTANT**

Each application, along with copies of supporting documents, must be submitted via mail or messenger only with a **non-refundable \$100.00** money order or bank check, which is a processing fee. Applications will not be accepted in person. The processing fee is **non-refundable** under all circumstances. If applicant should sign a lease, this processing fee will not be applied toward any rent, security or any monies due, but is for the sole purpose of covering Yuco Management, Inc.'s cost in processing this application.

The above information, to the best of my knowledge, is true and correct.

Signature of Applicant \_\_\_\_\_ Date Signed \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date Signed \_\_\_\_\_

## BACKGROUND INFORMATION

**Applicant Name** \_\_\_\_\_

**Other Name(s) Used** \_\_\_\_\_

**Social Security No.** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Home Address** \_\_\_\_\_

Current Must Include Zip Code

\_\_\_\_\_  
Prior Five Years Must Include Zip Code

**Employment** \_\_\_\_\_

Current Employer

\_\_\_\_\_  
Address

\_\_\_\_\_  
Prior Employment

\_\_\_\_\_  
Address

**FAIR CREDIT REPORTING:** A consumer and/or an investigative consumer report may be requested in connection with this application to lease an apartment. Subsequent similar reports may be requested or utilized in connection with an update, renewal or extension of this application. Upon request, applicant will be informed whether a consumer report and/or an investigative consumer report was requested, and if such report was requested, informed of the name and address of the consumer-reporting agency that furnished the report. In submitting this application, applicant authorizes and permits owner/agent to request, receive and review consumer reports and/or investigative consumer reports. Please be advised that in the event applicant enters into a lease with owner/agent, owner/agent may request additional consumer reports and/or investigative consumer reports for a period ending not more than five (5) years after applicant vacates the apartment.

I hereby certify that the statements made in this application have been examined by me and are true, correct and complete to the best of my knowledge. I have no objection to the inquiries to be made now or in the future for the purpose of verifying the facts herein stated or determining the qualifications of my application. I understand that the filing of this application in no way obligates owner/agent to reserve or lease an apartment to me.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

YUCO MANAGEMENT, INC.  
CONSUMER REPORT  
AUTHORIZATION FORM - RENTAL

FULL NAME: \_\_\_\_\_

MOTHER'S MAIDEN NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

\_\_\_\_\_

SOCIAL SECURITY NO.: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

I hereby authorize First American Registry, Inc., Attn: Consumer Relations, 11140 Rockville Pike, PMB 1200, Rockville, Maryland (telephone no. (888) 333-2413) or any person acting under their instructions to perform a consumer report in connection with my application for the rental of an apartment submitted to Yuco Management, Inc., as agent for \_\_\_\_\_ (hereinafter, "Yuco").

I understand that First American Registry, Inc. is a "consumer reporting agency" as such term is defined in the Fair Credit Reporting Act and that this document authorizes Yuco to obtain a consumer report on me.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

WITNESSED BY:

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

## Residential Application Check-List

To: Applicant

### INSTRUCTIONS:

- 1) All information is to be filled out by applicant only.
- 2) You must submit **copies** of the information listed below along with your completed original lease application form before your application can be further processed.
- 3) **ALL COMPLETE APPLICATIONS MUST BE SUBMITTED BY MAIL OR MESSENGER!** APPLICATIONS WILL NOT BE ACCEPTED IN PERSON.  
Completed application and copies of the items listed below can be **sent** to:  

Yuco Management, Inc  
295 Madison Avenue, 34<sup>th</sup> Floor  
New York, NY 10017
- 4) INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED AND MAY RESULT IN AUTOMATIC REJECTION.

### DOCUMENTS TO BE SUBMITTED:

1. Completed and signed Application Form
2. Copies of 2 pieces of identification for all residents of the apartment- at least one of which must be a driver's license or passport (other acceptable forms of identification include: Social Security Card, ID Card, Employment Identification, Birth Certificate)
3. Employment verification letter (on company letterhead – stating employment hire date, length of employment, performance and annual salary)
4. Last 2 consecutive pay stubs or cancelled paychecks
5. Last 2 bank statements (checking, savings, other asset accounts)
6. Signed tax return forms along with the corresponding W-2's
7. Birth certificate for all children and marriage certificate for every married couple (if applicable)
8. Proof of last 3 rent payments (cancelled checks or money order receipts accepted)
9. Copy of Con Edison bill
10. **Non-refundable** Application Fee of \$100.00 (in money order or bank check only) made payable to Yuco Management, Inc.

**\*\* We have a strict NO PETS policy \*\***