



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 fax or email.
- Incomplete applications will not be processed and may result in automatic rejection.

FULL NAME _____

Tel. #: Daytime () _____ Evening () _____

Mobile #: () _____ Email: _____

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>Soc. Security #</u>
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 _____
2. Savings Account # _____ Balance: \$ _____
 Bank Name & Address _____
3. Other Asset Account # _____ Balance: \$ _____
 Bank Name & Address _____

PERSONAL REFERENCE _____ Relationship _____
 Address _____ Tel. # () _____
 In case of **EMERGENCY**, notify: _____ Relationship _____
 Address _____ Tel. # () _____

If applicable, please answer to the best of your knowledge the following questions:
 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 fax or email only. A **non-refundable \$100.00** per applicant money order or bank check, which is a processing fee, must be submitted to the office. 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.

Facsimile signatures shall be deemed binding as originals.

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) **ALL COMPLETE APPLICATIONS MUST BE SUBMITTED BY FAX OR EMAIL.** APPLICATIONS WILL NOT BE ACCEPTED IN PERSON. Completed application and copies of the items listed below can be **sent** to:

FAX: (212) 994-2250 or

EMAIL: rentals@yucoinc.com

- 3) INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED AND MAY RESULT IN AUTOMATIC REJECTION.

DOCUMENTS TO BE SUBMITTED:

1. Completed and signed Application Form
2. Copy of 1 piece of picture identification for applicant(s) of the apartment- a driver's license, non-driver photo ID card or passport
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 or savings or other asset accounts)
6. Previous year's signed tax return (front page and signature page) along with the corresponding W-2
7. Proof of last 3 rent payments (cancelled checks or money order receipts accepted)
8. **Non-refundable** Application Fee of \$100.00 per applicant (in money order or bank check only) made payable to Yuco Management, Inc. Please **mail your payment to:**

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