

HELM MANAGEMENT, INC.

336 East 59th street, New York, N.Y. 10022 Tel : (212) 832 -1117 Fax: (212)832-6990

APPLICATION REQUIREMENTS

These instructions apply both to the Prospective Tenant (Applicant) and Guarantor:

1. Applicant/Guarantor must submit a fully completed and signed Helm Management Inc. Application. (NOTE: make sure that the application states the apartment you are requesting).
2. We require guarantors unless otherwise agreed. NY Tri-state area guarantors are given preference.
3. An application fee* of \$100.00 is required per Applicant and Guarantor at the time the application is submitted, in order to process the application. The application fees are non-refundable and are not applied towards rent or security.
4. The annual salary of each applicant must equal at least 40X the monthly rental and the annual salary of guarantor must equal at least 80X the monthly rental, unless otherwise agreed.
5. **Each Applicant and Guarantor must provide the following documentation:**
 - a. If employed by a company:
 1. Landlord Verification: three (3) most recent cancelled rent checks or letter from prior Landlord,
 2. Letter of employment, typed on company letterhead, stating the job position, salary and length of employment
 3. Two (2) most recent pay stubs,
 4. Three (3) recent bank statements or statements from another financial institution, and
 5. Two (2) forms of picture ID (i.e. Driver's License, Passport).
 - b. If self-employed:
 1. Landlord Verification: three (3) most recent cancelled rent checks or letter from prior Landlord,
 2. Signed copy of two (2) most recent tax returns, Federal Form 1040,
 3. Original letter from Certified Public Accountant or Lawyer, on company letterhead, verifying nature of business and income for the past two (2) years,
 4. Three (3) recent bank statements or statements from another financial institution, and
 5. Two (2) forms of picture ID (i.e. Driver's License, Passport).
 - c. If applicant is a student:
 1. Landlord Verification: three (3) most recent cancelled rent checks or letter from prior Landlord,
 2. Three (3) recent bank statements or statements from another financial institution,
 3. Two (2) forms of picture ID (i.e. Drivers License, Passport), and
 4. Student I.D. Card.
6. An application will be processed once it has been submitted. All supporting documents must be received within 48 hours of application submittal.
7. Upon approval, a deposit* in the amount of one month's rent must be submitted so that the apartment can be placed on hold until lease signing. The deposit is made payable to the Landlord. After lease signing this deposit will be credited to applicant's account as "First Month's" rent. If the applicant is rejected for any reason the deposit will be refunded.
8. An Applicant who is employed less than one year with the same organization, may be required to provide additional documentation or security deposits.**
9. At lease signing the applicant(s) must have on account with the Landlord or pay, on separate checks made payable to the Landlord, first month's rent and the security deposit. At the same time, the applicant(s) must provide original, notarized guarantor letter(s). Landlord's form, as provided by Helm Management Inc., must be used.
10. Move-ins are allowed Monday through Friday 8:30 a.m. to 5:00 p.m. *only*.

* All application fees and all other payments such as deposits, security deposits and rent payments at or before lease signing must be paid by certified check, money order, or cash. Future rent payments may be made by check.

** Depending on the circumstances, the Landlord reserves the right to require additional documentation or security deposits.

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APPLICATION

Applicant must fill out this Application completely, legibly and sign below. INCOMPLETE INFO MAY RESULT IN AUTOMATIC REJECTION.

Building and Unit Requested: _____ Use: _____

Applicant's Name: _____ SS/EIN#: _____

Driver's License: _____ Date of Birth: _____
State Driver or ID Number

Current Address: _____
Number and Street Unit# City State Zip Code

Monthly Rent: _____ Length of Time at Current Address: _____

Landlord's Name: _____ Address: _____ Phone#: _____

Previous Address: _____
Number and Street Unit# City State Zip Code

Monthly Rent: _____ Length of Time at Previous Address: _____

Landlord's Name: _____ Address: _____ Phone#: _____

EMPLOYMENT INFORMATION

Current Employer: _____ Supervisor: _____

Address: _____ Phone#: _____

Position: _____ Start Date: _____ Annual Salary: _____

If Current Employer is less than Two Years:

Previous Employer: _____ Supervisor: _____

Address: _____ Phone#: _____

Position: _____ Start Date: _____ End Date: _____ Annual Salary: _____

BANK INFORMATION

Checking: Bank: _____ Branch Address: _____ Act#: _____

Savings: Bank: _____ Branch Address: _____ Act#: _____

Other Funds: _____ Address: _____ Act#: _____

Contact: _____ Phone#: _____

Other Sources of Income (Brokerage, etc.) Name: _____ Act#: _____

Contact: _____ Phone#: _____

Name of Persons not on the lease to Occupy the Unit _____ Age _____ Relationship to Tenant _____

REFERENCES

Accountant Name: _____ Address: _____ Phone#: _____

Business Ref: _____ Address: _____ Phone#: _____

Character Ref: _____ Address: _____ Phone#: _____

Emergency Contact Name: _____ Address: _____ Phone#: _____

Questions:

1. Have Applicant, spouse or other potential occupants ever been arrested or indicted for, or convicted of, a felony or a misdemeanor? Yes _ No _
If Yes, please explain:

2. Have Applicant, spouse or other potential occupants ever been a party to a Landlord/Tenant legal actions, such as a dispossession for non-payment, late payment, eviction, possession, property damage, etc.? Yes _ No _
If Yes, please explain:

3. Have any judgments been entered against Applicant, spouse or other potential occupants? Yes _ No _
If yes, please explain:

Applicant agrees to the following:

- A. The Landlord and/or its agent(s) may obtain or use a consumer or an investigative consumer report in connection with this Application to lease the Unit. Applicant authorizes the verification of all above information including, but not limited to, Applicants credit, rental, check writing, employment and criminal history. Subsequent similar reports may be requested or utilized in connection with an update renewal or extension of this Application or Applicant's lease and for any other legitimate business purpose. Upon request, Applicant will be informed whether a consumer report or an investigative consumer report was obtained, of the name and address of the consumer reporting agency that furnished the report. Applicant agrees that we are authorized to obtain consumer reports or investigative reports pertaining to Applicant after Applicant vacates the apartment in order to collect amounts due or other legitimate business purposes.
- B. The Landlord will in no event be bound, nor will possession be given, unless and until leases executed by the Landlord shall have been mailed or delivered to Applicant. Applicant understands that the filing of this Application in no way obligates Landlord/Agent to reserve or lease an apartment to Applicant. The Applicant and Applicant's references must be satisfactory to the Landlord. Landlord or any party connected with Helm Management, Inc. shall in no event be liable with respects to any matter concerning this Application or concerning any act of the Landlord or failure to act on the part of the Landlord in connection with this Application or in connection with any lease or leases contemplated herein. No representations or agreements by salesman, brokers or others are to be binding on the Landlord unless it is in writing and executed by Landlord.
- C. All Applications are subject to a final approval by Landlord. If the Application is rejected by Landlord, all monies accepted shall be returned to applicant except for the Application/Investigative Fees.
- D. Application/Investigation fee of \$100.00 per Application (\$125.00 per commercial Application) which are non-refundable in the form of only cash, certified check or money order payable to Helm Management, Inc. must accompany all Applications.
- E. Applicant hereby certifies that the statements made in this Application have been examined by Applicant and are true, correct and complete to the best of Applicants knowledge. Applicant has no objection to the inquiries to be made in the future for the purpose of verifying the facts herein stated or determining the qualifications of Applicant's Application.

APPLICANT SIGNATURE _____ **DATE:** _____

Applicants Contact Info: Home#: _____ Work#: _____
Cell#: _____ Email: _____

Applicants Broker, if applicable: _____ Phone#: _____ Fax#: _____

For Office Use Only			
Monthly Rent: _____	Lease Begins: _____	Lease Expires: _____	Initials: _____

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GUARANTOR APPLICATION

Applicant must fill out this Application completely, legibly and sign below. INCOMPLETE INFO MAY RESULT IN AUTOMATIC REJECTION.

Building and Unit Requested: _____ Use: _____

Applicant's Name: _____ SS/EIN#: _____

Driver's License: _____ Date of Birth: _____
State Driver or ID Number

Current Address: _____
Number and Street Unit# City State Zip Code

Monthly Rent: _____ Length of Time at Current Address: _____

Landlord's Name: _____ Address: _____ Phone#: _____

Previous Address: _____
Number and Street Unit# City State Zip Code

Monthly Rent: _____ Length of Time at Previous Address: _____

Landlord's Name: _____ Address: _____ Phone#: _____

EMPLOYMENT INFORMATION

Current Employer: _____ Supervisor: _____

Address: _____ Phone#: _____

Position: _____ Start Date: _____ Annual Salary: _____

If Current Employer is less than Two Years:

Previous Employer: _____ Supervisor: _____

Address: _____ Phone#: _____

Position: _____ Start Date: _____ End Date: _____ Annual Salary: _____

BANK INFORMATION

Checking: Bank: _____ Branch Address: _____ Act#: _____

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Name of Persons not on the lease to Occupy the Unit _____ Age _____ Relationship to Tenant _____

REFERENCES

Accountant Name: _____ Address: _____ Phone#: _____

Business Ref: _____ Address: _____ Phone#: _____

Character Ref: _____ Address: _____ Phone#: _____

Emergency Contact Name: _____ Address: _____ Phone#: _____

Questions:

1. Have Applicant, spouse or other potential occupants ever been arrested or indicted for, or convicted of, a felony or a misdemeanor? Yes _ No _
If Yes, please explain:

2. Have Applicant, spouse or other potential occupants ever been a party to a Landlord/Tenant legal actions, such as a dispossession for non-payment, late payment, eviction, possession, property damage, etc.? Yes _ No _
If Yes, please explain:

3. Have any judgments been entered against Applicant, spouse or other potential occupants? Yes _ No _
If yes, please explain:

Applicant agrees to the following:

- A. The Landlord and/or its agent(s) may obtain or use a consumer or an investigative consumer report in connection with this Application to lease the Unit. Applicant authorizes the verification of all above information including, but not limited to, Applicants credit, rental, check writing, employment and criminal history. Subsequent similar reports may be requested or utilized in connection with an update renewal or extension of this Application or Applicant's lease and for any other legitimate business purpose. Upon request, Applicant will be informed whether a consumer report or an investigative consumer report was obtained, of the name and address of the consumer reporting agency that furnished the report. Applicant agrees that we are authorized to obtain consumer reports or investigative reports pertaining to Applicant after Applicant vacates the apartment in order to collect amounts due or other legitimate business purposes.
- B. The Landlord will in no event be bound, nor will possession be given, unless and until leases executed by the Landlord shall have been mailed or delivered to Applicant. Applicant understands that the filing of this Application in no way obligates Landlord/Agent to reserve or lease an apartment to Applicant. The Applicant and Applicant's references must be satisfactory to the Landlord. Landlord or any party connected with Helm Management, Inc. shall in no event be liable with respects to any matter concerning this Application or concerning any act of the Landlord or failure to act on the part of the Landlord in connection with this Application or in connection with any lease or leases contemplated herein. No representations or agreements by salesman, brokers or others are to be binding on the Landlord unless it is in writing and executed by Landlord.
- C. All Applications are subject to a final approval by Landlord. If the Application is rejected by Landlord, all monies accepted shall be returned to applicant except for the Application/Investigative Fees.
- D. Application/Investigation fee of \$100.00 per Application (\$125.00 per commercial Application) which are non-refundable in the form of only cash, certified check or money order payable to Helm Management, Inc. must accompany all Applications.
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APPLICANT SIGNATURE _____ **DATE:** _____

Applicants Contact Info: Home#: _____ Work#: _____
Cell#: _____ Email: _____

Applicants Broker, if applicable: _____ Phone#: _____ Fax#: _____

For Office Use Only

Monthly Rent: _____ Lease Begins: _____ Lease Expires: _____ Initials: _____

Attachment A

GUARANTY

APT. # _____ at _____
Number & Street City State Zip

I, _____, the Guarantor of the lease attached hereto, agrees as follows:

1. I hereby agree to guarantee and be equally liable for the payment of rent for the above apartment. I know that the Landlord would not rent the Unit to the Tenant unless I guarantee Tenant's performance. I have also requested the Landlord to enter into the Lease with the Tenant. I have a substantial interest in making sure that the Landlord rents the Premises to the Tenant.
2. I hereby guarantee Tenant's full performance under the Lease. This Guarantee is absolute and without any conditions. It includes, but is not limited to, the payment of rent and other money charges.
3. This Guaranty will not be affected by any change in the Lease, whatsoever. This includes, but is not limited to, any extension of time or renewals. The Guaranty will bind me even if I am not a party to these changes.
4. I do not have to be informed about any default by Tenant. I waive any and all notices of nonpayment or of any other default. If the Tenant defaults, the Landlord may require me to perform without first demanding that the Tenant perform.
5. I give up my right to trial by jury in any claim related to the Lease or this Guaranty.
6. I agree to pay all legal fees and all other costs and expenses the Owner may incur in the enforcement of this Guaranty.
7. I hereby consent to the jurisdiction of any court of competent jurisdiction within the State of New York, in the discretion of Owner, including, without limitation, the courts of the United States.

Notarized Seal & Signature

Guarantor Signature

Date

Home Address

Home Telephone Number

Business Telephone Number

Social Security Number

NOTE: This Guarantee of Payment form must be submitted with its original notarized signatures prior to lease signing.