

**On The Block Management  
1894 Eastchester Road, Suite 203  
Bronx, NY 10461  
718-931-1100 Fax 718-829-5917  
info@otbmanagement.com**

**Instructions to applicants:**

-Please accurately fill out the entire application below,

There is a \$25 non-refundable application fee for each applicant, which can be paid online through PayPal by clicking the Buy Now Button on our home page at [www.otbmanagement.com](http://www.otbmanagement.com) or the \$25 can be paid in person. (no personal checks)

Along with the application and paying the \$25 fee, you must also provide the following:

- Copy of a Government Issued I.D. Card (driver's license, passport, etc.)**
- Copies of last 2 Paystubs**

**If there is more than one applicant, each applicant needs to pay \$25, fill out an application and provide the required supporting documentation.**

**Application and supporting documents may be submitted via Email at: [info@otbmanagement.com](mailto:info@otbmanagement.com) via Fax: (718) 829-5917 or in person.**

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**Consent to Background and Reference Check**

I authorize On The Block Management, or its affiliates, to obtain information about me from my credit sources, current and previous landlords and employers and personal references. I authorize my credit sources, credit bureaus, current and previous landlords and employers and personal references to disclose to Idle LLC such information about me as he/she may request.

If an apartment is rented to the applicant, I authorize On The Block Management, or its affiliates, to obtain information, in the future, about me from my credit sources, current and previous landlords and employers and personal references. I authorize my credit sources, credit bureaus, current and previous landlords and employers and personal references to disclose to On The Block Management, or any of its affiliates such information about me as he/she may request. The undersigned agrees that this application shall remain the property of the management company, regardless if rental lease is granted.

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

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

# Rental Application

Separate application required from each applicant age 18 or older.

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## Apartment Size Desired:

**1 Bedroom:** \_\_\_\_\_ **2 Bedroom:** \_\_\_\_\_ **3 Bedroom:** \_\_\_\_\_

## Rent Program Details (Section 8, Program Plus, SSI, etc):

### Applicant

Full Name (include all names used): \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License Number/State: \_\_\_\_\_

### Additional Occupants

List everyone, including children, who will live with you:

Full Name \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

### Rental History

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Dates Lived at Address: \_\_\_\_\_

Rent: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Landlord/Manager: \_\_\_\_\_

Landlord/Manager's Phone: ( ) \_\_\_\_\_

Previous Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Dates Lived at Address: \_\_\_\_\_

Rent: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Landlord/Manager: \_\_\_\_\_

Landlord/Manager's Phone: ( ) \_\_\_\_\_

**Employment History**

Name and Address of Current Employer: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Supervisor's Phone: ( ) \_\_\_\_\_

Dates Employed at This Job: \_\_\_\_\_ Position or Title: \_\_\_\_\_

Name and Address of Current Employer: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Supervisor's Phone: ( ) \_\_\_\_\_

Dates Employed at This Job: \_\_\_\_\_ Position or Title: \_\_\_\_\_

**Income**

1. Your monthly TAKE HOME employment income: \$ \_\_\_\_\_

2. Average monthly amounts of other income (specify sources): \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

**Credit and Financial Information**

Savings Account:

Checking Account

Bank/Institution: \_\_\_\_\_

Bank/Institution: \_\_\_\_\_

Branch \_\_\_\_\_

Branch \_\_\_\_\_

**Credit Accounts & Loans**

Major Credit Card:

Type of Account (Auto loan, Visa, etc.) \_\_\_\_\_

Name of Creditor \_\_\_\_\_

Amount Owed \_\_\_\_\_

Monthly Payment \_\_\_\_\_

Major Credit Card:

Type of Account (Auto loan, Visa, etc.) \_\_\_\_\_

Name of Creditor \_\_\_\_\_

Amount Owed \_\_\_\_\_

Monthly Payment \_\_\_\_\_

Loan (Mortgage, car, student loan , etc.)"

Type of Account (Auto loan, car, student loan, etc.) \_\_\_\_\_

Name of Creditor \_\_\_\_\_

Amount Owed \_\_\_\_\_

Monthly Payment \_\_\_\_\_

**Miscellaneous**

Describe the number and type of pets you want to have in the rental property:

\_\_\_\_\_

Describe water-filled furniture you want to have in the rental property:

\_\_\_\_\_

Do you smoke? [ ] yes [ ] no

Have you ever:

Filed for bankruptcy? [ ] yes [ ] no

Been sued? [ ] yes [ ] no

Been evicted? [ ] yes [ ] no

Been convicted of a crime? [ ] yes [ ] no

Has a Landlord ever sued you for non-payment of rent or repossession? [ ] yes [ ] no

Explain any "yes" listed above:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References and Emergency Contact**

Personal Reference: \_\_\_\_\_

Relationship: \_\_\_\_\_

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

Phone: ( ) \_\_\_\_\_

Personal Reference: \_\_\_\_\_

Relationship: \_\_\_\_\_

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

Phone: ( ) \_\_\_\_\_

I certify that all the information given above is true and correct and understand that my lease or rental agreement may be terminated if I have made any false or incomplete statement in this application. I authorize verification of the information provided in this application from my credit sources, current and previous landlords and employers and personal references.

Date \_\_\_\_\_ Applicant \_\_\_\_\_

**Notes (Landlord/Manager):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_