



271 West 47th Street, New York, NY 10036  
thebiltmoreny.com T: (212) 245-3600 F: (212) 245-3606

## PROCEDURE FOR RENTING

Thank you for your interest in **The Biltmore**. Qualifying applications must demonstrate a total annual household income of at least 40x the monthly rent. Guarantors must demonstrate 80x the monthly rent and multiple guarantors may not combine incomes in order to meet this requirement. Please carefully review our application requirements to ensure a smooth process.

Submit all application materials to On-Site.com, the community's credit and verification service.

On-Site.com | Phone: 877-222-0383 | Fax: 877-329-6674

We invite you to save time by applying online at [thebiltmoreny.com](http://thebiltmoreny.com).

**EACH APPLICANT/GUARANTOR** must submit the following within three days of applying:

1. Completed **APPLICATION & AUTHORIZATION TO RELEASE RECORDS**
2. Non-refundable **APPLICATION FEE** of **\$100.00** PER APPLICANT and PER GUARANTOR via credit card
3. **HOUSING HISTORY** for at least TWO years
4. **BANK STATEMENTS** from your checking and savings or asset accounts
5. **PROOF OF EMPLOYMENT** consisting of one of the following:
  - **EMPLOYMENT LETTER** on business stationery stating job title, salary, length of employment and eligibility for, and amount of, any bonuses

**OR**

  - Two most recent **PAYSTUBS**, 1099 form or W-2 form

*(Note on proof of employment: If your employer uses an automated verification system (such as "The Work Number") you must obtain the receipt from this service yourself and provide it to On-Site. Such services may impose an additional fee.)*

***If you are self-employed***, we require income verification for both yourself **AND** your company:

  - Prior 2 years **TAX RETURNS**
  - **LETTER FROM YOUR CPA** verifying both incomes

**Signing the lease.** When you are notified that your application is approved, within one business day, you must bring to the leasing office a photo ID and TWO separate certified checks, bank checks or money orders for the first month's rent and security deposit payable to: **Biltmore Tower, LLC**. To sign up for the gym, please bring a check for the gym fee to the lease-signing.



Tel (212) 245-3600 Fax (212) 245-3606  
www.thebiltmoreny.com

INDIVIDUAL RENTAL APPLICATION				
Date	Lease Begins	Apt. #	Monthly Rent \$	Lease Term \$
First Name	Middle		Last	
Work Phone	Home Phone		S.S. #	
Cell Phone		E-mail		
OTHER OCCUPANTS				
Occupant 1				
Occupant 2				
Occupant 3				
PETS				
Do you have any pets? <input type="checkbox"/> Yes <input type="checkbox"/> No		Please specify type and size		
EMERGENCY CONTACT				
Name				
Phone (home)		Phone (work)		
CURRENT RESIDENCE				
Address		City	State	Zip Code
Length of Time at Current Address		Landlord/Mortgage Holder		
Landlord Telephone Number		Monthly Payment		
Complete if current address is less than two years				
Address		City	State	Zip Code
Length of Time at Current Address		Landlord/Mortgage Holder		
Landlord Telephone Number		Monthly Payment		
EMPLOYMENT				
Current Status <input type="checkbox"/> Employed <input type="checkbox"/> Self-Employed <input type="checkbox"/> Student <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired				
Position Held		Annual Income	Bonus	
Employer			Length of Employment	
Employer's Address				
Supervisor		Telephone		

<b>Complete if current employment is less than two years</b>		
Prior Employer		Length of Employment
Prior Position Held	Annual Income	Bonus
Prior Employer's Address		
Prior Supervisor		Telephone

<b>Additional Assets and Income</b>
Please specify portfolio value & income, real estate holdings, etc.

**FINANCIAL AND PERSONAL REFERENCES**

Bank		Bank Address	
Bank Officer		Telephone Number	
Account Type <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Securities	Account Number	Account Balance	
Bank		Bank Address	
Bank Officer		Telephone Number	
Account Type <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Securities	Account Number	Account Balance	
Accountant	Telephone	Attorney (if applicable)	Telephone

**AUTHORIZATION - PLEASE READ CAREFULLY**

The Landlord will in no event be bound, nor will possession be given, unless and until a lease executed by the landlord has been delivered to the tenant. The applicant and his/her references must be satisfactory to the Landlord. No representations or agreements by agents, brokers or others are binding on the Landlord unless included in the executed lease.

I hereby warrant that all my representations set forth herein are true. I recognize that the truth of the information contained herein is essential. I further represent that I am not renting a room or an apartment under any other name, nor have I ever been dispossessed from any apartment, nor am I now being dispossessed and that I am over 18 years of age.

I have been advised that I have the right to make a written request, directed to the appropriate credit reporting agency, within a reasonable time for a complete and accurate disclosure of the nature and scope of any credit investigation. I understand that upon submission, this application and all documents become the property of the Landlord, or Agent, and will not be returned to me under any circumstances.

I authorize the verification of the above referenced information and its release to Landlord and its agents connected with the lease contemplated herein. I authorize the leasing office and management of **Biltmore Tower, LLC and its agents and On-Site.com** to obtain a consumer credit report on me and to verify any information on this application with regard to my employment history current and prior tenancies and all other information which the Landlord deems pertinent to my obtaining residency. I will present any other information required by the Landlord in connection with the lease contemplated herein. **I understand that the non-refundable application fee is \$100.00.**

\_\_\_\_\_  
(Signature) Date

**BILLING INFORMATION FOR APPLICATION FEE**

CARD TYPE <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS		
NAME ON CARD	CARD NUMBER	EXPIRATION DATE /

I authorize ON-SITE MANAGER, INC to charge \$100.00 per applicant to the above credit card. I agree to pay this charge according to the terms of my Cardholder Agreement. This fee is non-refundable and exclusive of any other fee. This payment does not bind the referring Owner or Landlord to any obligation to rent, and the reports furnished are the sole property of Owner or Landlord and On-Site Manager, Inc. (866 2 ON SITE).

\_\_\_\_\_  
(Card Holder) Date



## AUTHORIZATION TO RELEASE RECORDS

FAX TO: 877 FAX ON-SITE (877-329-6674)

I authorize the below parties to verify any and all requested information and to provide written support as necessary to On-Site.com.

\_\_\_\_\_  
(PRINT Applicant Name)

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
Date

Please ensure that the below information is completed IN FULL. Inform your references that On-Site.com will be contacting them, and indicate the importance of a prompt response.

### 1. LANDLORD

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Contact)

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

\_\_\_\_\_  
(Fax)

### 2. BANK

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Contact)

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

\_\_\_\_\_  
(Fax)

### 3. EMPLOYER / ACCOUNTANT

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Contact)

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

\_\_\_\_\_  
(Fax)

If your employer uses an automated service to verify records (such as "The Work Number"), you must obtain this documentation yourself and fax it to On-Site.com 877-FAX-ON-SITE (877-329-6674)