



MARK KARTEN
Licensed Real Estate Broker | REALTOR®



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-  214-05 39th Avenue,
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Thanks for your interest in one of our exclusive listings. Here are the steps to apply. There are 5 pages that follow this instruction sheet – 1) The rental application 2) NYS Disclosure Form for Landlord and Tenant 3) NYS Housing and Anti-Discrimination Disclosure Form

- 1) On the top left corner of the application, you will see the list of documents needed to supply. **PLEASE SEND ALL DOCUMENTS AS SEPARATE PDFs.**
- 2) Please note the following:
If you supply a recent credit report AND credit score, there is no need for the landlord to run your credit report, saving you \$20.
The easiest way to provide your report is through CreditKarma.com for free.

You'll register on the website and then:

1 - On the top left of the screen, it says "Overview" and then it's a pull-down menu. Choose DASHBOARD.

2 - It will show 1 or 2 scores, choose the higher score.

3 - It will take you to a new page. Scroll down until you see VIEW CREDIT REPORTS. Click on that.

4 - Now you should see your name, with the score below it, and then all your accounts.

5 - For each open account, on the right side there is a + sign. Click on the + sign to open the detail of each account. Once you've opened them all, scroll back up to the top and click PRINT REPORT. Choose PDF and save.

- 3) For your bank statements, please send the entire statement (all pages) in PDF format. Use the bank account where your paychecks are deposited to. If you have a savings account with a nice balance that you'd like to show for additional consideration, feel free to send that as well.
- 4) The disclosure forms are both two-sided. The Landlord/Tenant form explains that I represent the landlord in the rental process and I'm legally obligated to treat you with honesty and fairness. **Enter your name on the line that starts with I/We and Print your name and sign and date at the bottom.** The Housing and Anti-Discrimination form discloses that neither the landlord or myself discriminates in any way that you're protected by, under New York State Law. **Enter your name on the line that starts with I/We and Print your name and sign and date at the bottom.**
- 5) Please sign and date both the disclosure forms. You can just send back the signature pages with your application.

If you have any questions that haven't been answered here, please feel free to reach out to me. Thanks!

APPLICATION FOR OCCUPANCY

Karten Real Estate Services
Licensed Real Estate Broker
214-05 39th Avenue
Bayside NY 11361
Tel. 917-768-6275

mark@kresnyc.com
www.kresnyc.com

PLEASE SUBMIT THE FOLLOWING:

1. APPLICATION FEE \$0
2. APPLICATION FOR OCCUPANCY FORM (ONE FOR EACH APPLICANT).
3. CREDIT REPORT FEE \$20.00 OR CREDIT REPORT/SCORE FROM CREDITKARMA.COM
4. LAST YEAR INCOME TAX RETURN AND/OR W-2 FORM.
5. LAST THREE (3) MONTHS PAY STUBS.
6. LAST THREE (3) MONTHS BANK STATEMENTS, ALL PAGES, PDF FORMAT.
7. COPY DRIVERS LICENSE.

Date of Application: _____ Desired Move-In Date: _____

Occupancy At: _____ Apt. # _____ Rent \$ _____

APPLICANT INFORMATION: (Please complete ALL sections)

Applicant's Full Name: _____

Tel. # _____ Cell # _____ E-mail: _____

Social Security No.: _____ Date of Birth: _____

Driver's License No.: _____ State Issued: _____ Expiration Date: _____

Present Address: _____

Length of Time at Present Address: _____ Amount of Rent: _____

Present Landlord: _____ Landlord Telephone: _____

Reason for Leaving: _____

ADDITIONAL OCCUPANTS: (List everyone who will be residing with you in the unit)

Name	Relationship to Applicant	Date of Birth	Social Security #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PETS: (Circle Yes or No) If Yes, Describe: _____

EMPLOYMENT HISTORY:

Employed By: _____

Position: _____ Date Employed From: _____

Employer Address: _____ Telephone No.: _____

Present Income: _____ Contact Person: _____

Additional Information: _____

BANKING:

Checking--Bank Name: _____ Average Balance: _____

Savings--Bank Name: _____ Average Balance: _____

CARS:

Model: _____ Year _____ License Number _____

I have read and completed the above form. This application is subject to approval by the owners and or their agents, and may without designating cause be disapproved by them, being agreed that any such disapproval shall not be considered a reflection of the applicant. This agreement is to be made part of the lease entered into by the applicant and owner or its agent. The truth of the information made herein is essential and if the owner or its agent deems any answer or statement herein to be false, or misleading, it shall be considered that any lease granted by virtue of this application may be cancelled at their option. I understand that if I do not live up to my lease or I cause a financial loss to my landlord, that my name may be placed in the negative data files of LANDLORD GUARD, INC. and can be furnished to subscribers who have a bonafide and legal need to make an inquiry. I also understand that causing a financial loss may severely limit my ability to use personal checks or lease other properties.

I, the Applicant, give full authorization for an investigative report whereby third parties may be contacted to report on my character, general reputation, personal characteristics, and mode of living, including salary-income, consumer credit, court and criminal history, and banking financial practices. I have the right to make a written request for disclosure for the nature, result and scope of this investigation. I may not, however, receive or view my consumer credit file. I agree to hold Landlord Guard, Inc. harmless for my claims that may result of this investigation. I further authorize Banks, Financial Institutions, Landlords, Civil and Criminal Courts, Motor Vehicle Bureaus, Attorneys, Accountants, and other persons or institutions with whom I am acquainted to furnish any and all information regarding me. This authorization also applies to my update reports which may be ordered as needed. I am willing that a photocopy or fax of this authorization be accepted with the same authority as this original.

APPLICANT'S SIGNATURE _____ DATE _____



New York State
DEPARTMENT OF STATE
Division of Licensing Services
P.O. Box 22001
Albany, NY 12201-2001

Customer Service: (518) 474-4429
www.dos.state.ny.us

New York State Disclosure Form for Landlord and Tenant

THIS IS NOT A CONTRACT

New York State law requires real estate licensees who are acting as agents of landlords and tenants of real property to advise the potential landlords and tenants with whom they work of the nature of their agency relationship and the rights and obligations it creates. This disclosure will help you to make informed choices about your relationship with the real estate broker and its sales agents.

Throughout the transaction you may receive more than one disclosure form. The law may require each agent assisting in the transaction to present you with this disclosure form. A real estate agent is a person qualified to advise about real estate.

If you need legal, tax or other advice, consult with a professional in that field.

Disclosure Regarding Real Estate Agency Relationships

Landlord's Agent

A landlord's agent is an agent who is engaged by a landlord to represent the landlord's interest. The landlord's agent does this by securing a tenant for the landlord's apartment or house at a rent and on terms acceptable to the landlord. A landlord's agent has, without limitation, the following fiduciary duties to the landlord: reasonable care, undivided loyalty, confidentiality, full disclosure, obedience and duty to account. A landlord's agent does not represent the interests of the tenant. The obligations of a landlord's agent are also subject to any specific provisions set forth in an agreement between the agent and the landlord. In dealings with the tenant, a landlord's agent should (a) exercise reasonable skill and care in performance of the agent's duties; (b) deal honestly, fairly and in good faith; and (c) disclose all facts known to the agent materially affecting the value or desirability of property, except as otherwise provided by law.

Tenant's Agent

A tenant's agent is an agent who is engaged by a tenant to represent the tenant's interest. The tenant's agent does this by negotiating the rental or lease of an apartment or house at a rent and on terms acceptable to the tenant. A tenant's agent has, without limitation, the following fiduciary duties to the tenant: reasonable care, undivided loyalty, confidentiality, full disclosure, obedience and duty to account. A tenant's agent does not represent the interest of the landlord. The obligations of a tenant's agent are also subject to any specific provisions set forth in an agreement between the agent and the tenant. In dealings with the landlord, a tenant's agent should (a) exercise reasonable skill and care in performance of the agent's duties; (b) deal honestly, fairly and in good faith; and (c) disclose all facts known to the agent materially affecting the tenant's ability and/or willingness to perform a contract to rent or lease landlord's property that are not consistent with the agent's fiduciary duties to the tenant.

Broker's Agents

A broker's agent is an agent that cooperates or is engaged by a listing agent or a tenant's agent (but does not work for the same firm as the listing agent or tenant's agent) to assist the listing agent or tenant's agent in locating a property to rent or lease for the listing agent's landlord or the tenant agent's tenant. The broker's agent does not have a direct relationship with the tenant or landlord and the tenant or landlord can not provide instructions or direction directly to the broker's agent. The tenant and the landlord therefore do not have vicarious liability for the acts of the broker's agent. The listing agent or tenant's agent do provide direction and instruction to the broker's agent and therefore the listing agent or tenant's agent will have liability for the acts of the broker's agent.

Dual Agent

A real estate broker may represent both the tenant and the landlord if both the tenant and landlord give their in-

formed consent in writing. In such a dual agency situation, the agent will not be able to provide the full range of fiduciary duties to the landlord and the tenant. The obligations of an agent are also subject to any specific provisions set forth in an agreement between the agent, and the tenant and landlord. An agent acting as a dual agent must explain carefully to both the landlord and tenant that the agent is acting for the other party as well. The agent should also explain the possible effects of dual representation, including that by consenting to the dual agency relationship the landlord and tenant are giving up their right to undivided loyalty. A landlord and tenant should carefully consider the possible consequences of a dual agency relationship before agreeing to such representation. A landlord or tenant may provide advance informed consent to dual agency by indicating the same on this form.

Dual Agent with Designated Sales Agents

If the tenant and the landlord provide their informed consent in writing, the principals and the real estate broker who represents both parties as a dual agent may designate

a sales agent to represent the tenant and another sales agent to represent the landlord. A sales agent works under the supervision of the real estate broker. With the informed consent in writing of the tenant and the landlord, the designated sales agent for the tenant will function as the tenant's agent representing the interests of and advocating on behalf of the tenant and the designated sales agent for the landlord will function as the landlord's agent representing the interests of and advocating on behalf of the landlord in the negotiations between the tenant and the landlord. A designated sales agent cannot provide the full range of fiduciary duties to the landlord or tenant. The designated sales agent must explain that like the dual agent under whose supervision they function, they cannot provide undivided loyalty. A landlord or tenant should carefully consider the possible consequences of a dual agency relationship with designated sales agents before agreeing to such representation. A landlord or tenant may provide advance informed consent to dual agency with designated sales agents by indicating the same on this form.

This form was provided to me by Mark Karten (print name of licensee) of Karten Real Estate Services

(print name of company, firm or brokerage), a licensed real estate broker acting in the interest of the:

Landlord as a (check relationship below)

Tenant as a (check relationship below)

Landlord's agent

Tenant's agent

Broker's agent

Broker's agent

Dual agent

Dual agent with designated sales agent

For advance informed consent to either dual agency or dual agency with designated sales agents complete section below:


Advance informed consent dual agency


Advance informed consent to dual agency with designated sales agents

If dual agent with designated sales agents is indicated above: _____ is appointed to represent the tenant; and _____ is appointed to represent the seller in this transaction.

(I) (We) _____ acknowledge receipt of a copy of this disclosure

form: signature of { } Landlord(s) and/or { } Tenant(s):





Date: _____

Date: _____



New York State Housing and Anti-Discrimination Disclosure Form

Federal, State and local Fair Housing Laws provide comprehensive protections from discrimination in housing. It is unlawful for any property owner, landlord, property manager or other person who sells, rents or leases housing, to discriminate based on certain protected characteristics, which include, but are not limited to **race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, age, disability, marital status, lawful source of income or familial status**. Real estate professionals must also comply with all Fair Housing Laws.

Real estate brokers and real estate salespersons, and their employees and agents violate the Law if they:

- Discriminate based on any protected characteristic when negotiating a sale, rental or lease, including representing that a property is not available when it is available.
- Negotiate discriminatory terms of sale, rental or lease, such as stating a different price because of race, national origin or other protected characteristic.
- Discriminate based on any protected characteristic because it is the preference of a seller or landlord.
- Discriminate by “steering” which occurs when a real estate professional guides prospective buyers or renters towards or away from certain neighborhoods, locations or buildings, based on any protected characteristic.
- Discriminate by “blockbusting” which occurs when a real estate professional represents that a change has occurred or may occur in future in the composition of a block, neighborhood or area, with respect to any protected characteristics, and that the change will lead to undesirable consequences for that area, such as lower property values, increase in crime, or decline in the quality of schools.
- Discriminate by pressuring a client or employee to violate the Law.
- Express any discrimination because of any protected characteristic by any statement, publication, advertisement, application, inquiry or any Fair Housing Law record.

YOU HAVE THE RIGHT TO FILE A COMPLAINT

If you believe you have been the victim of housing discrimination you should file a complaint with the New York State Division of Human Rights (DHR). Complaints may be filed by:

- Downloading a complaint form from the DHR website: www.dhr.ny.gov;
- Stop by a DHR office in person, or contact one of the Division’s offices, by telephone or by mail, to obtain a complaint form and/or other assistance in filing a complaint. A list of office locations is available online at: <https://dhr.ny.gov/contact-us>, and the Fair Housing HOTLINE at (844)-862-8703.

You may also file a complaint with the NYS Department of State, Division of Licensing Services. Complaints may be filed by:

- Downloading a complaint form from the Department of State’s website https://www.dos.ny.gov/licensing/complaint_links.html
- Stop by a Department’s office in person, or contact one of the Department’s offices, by telephone or by mail, to obtain a complaint form.
- Call the Department at (518) 474-4429.

There is no fee charged to you for these services. It is unlawful for anyone to retaliate against you for filing a complaint.



Division of Licensing Services

New York State
Department of State, Division of Licensing Services
(518) 474-4429
www.dos.ny.gov

New York State
Division of Consumer Rights
(888) 392-3644


New York State Housing and Anti-Discrimination Disclosure Form

For more information on Fair Housing Act rights and responsibilities please visit <https://dhr.ny.gov/fairhousing> and <https://www.dos.ny.gov/licensing/fairhousing.html>.

This form was provided to me by Mark Karten (print name of Real Estate Salesperson/
Broker) of Karten Real Estate Services (print name of Real Estate company, firm or brokerage)

(I)(We) _____

(Buyer/Tenant/Seller/Landlord) acknowledge receipt of a copy of this disclosure form:

Real Estate Consumer/Seller/Landlord Signature _____  Date: _____

Real Estate broker and real estate salespersons are required by New York State law to provide you with this Disclosure.