

Eberhart Brothers, Inc.

ENGINEERS AND BUILDERS

312 EAST 82ND STREET

New York, N. Y. 10028

(212) 570-2400

TENANT APPLICATION INSTRUCTIONS

Please read through all of the following instructions, as they will guide you through our application process. Applications will not be processed until all materials have been received. Applicants must meet with one of our leasing agents before formal approval.

APPLICATION CHECKLIST

TENANT

- Completed Application Form
- Color Copy of Government-Issued ID
- Application Fee (\$100)
- Letter of Employment
- Proof of Income
- Current Bank Statement

GUARANTOR

- Completed Application Form
- Application Fee (\$100)
- Original Notarized Guarantor Letter
- Letter of Employment
- Proof of Income
- Current Bank Statement

Application Fee

Eberhart Brothers requires an application fee of \$100 per applicant (including guarantors). Applications will not be processed until payment is submitted. Application fees may be submitted online at <http://www.eberhartbros.com/payment.php>, by check (made payable to "Eberhart Brothers, Inc."), or in cash.

Letter of Employment

A letter of employment must be written on company letterhead. It should state the applicant's position, length of employment, and current salary (including any bonuses). It must be signed by an appropriate supervisor and include contact information for this person.

Proof of Income

Evidence includes paystubs, tax returns, a letter from the applicant's certified public accountant, and bank statements showing direct deposit. If the applicant is self-employed, retired, or not currently employed, a copy of the most recent federal income tax return must be submitted. We require an annual combined income equal to 40 times the monthly rent of the unit.

Original Notarized Guarantor Letter

Guarantors will need to submit the original copy of the notarized guarantor letter found on our website. Applications will not be approved without the original.