

15 West 61st Street Condominium -- Requirements Summary for FSR Lease Application -

The following is a list of forms, who has to complete them, and what kind of documentation will be required, in order for the board to review your application.
You can initiate a new application online at <https://ny.eaplytoday.com> . You will need the names and email addresses of all parties to the application. The application parties will then be able to login and complete and sign their forms online, as well as upload any required documents.

<i>Form</i>	Required Documentation
Important Information	
Important Notice Re Sensitive Data 155 29869 (<i>Applicant, Co-Applicant, Guarantor, Adult Occupant (18 or Older), Applicant's Broker, Unit Owner (Landlord/Seller), Owner's Broker, Principal of LLC (Applicant)</i>)	
Important information from Board (Lease) 156 29870 (<i>Applicant</i>)	
The Federal Fair Housing Act 65155 (<i>Applicant, Co-Applicant, Guarantor, Adult Occupant (18 or Older), Applicant's Broker, Unit Owner (Landlord/Seller), Owner's Broker, Principal of LLC (Applicant), Unit Owner (Principle)</i>)	
Important Notice Resubmission Fee 104080 (<i>Applicant, Co-Applicant, Guarantor, Adult Occupant (18 or Older), Applicant's Broker, Unit Owner (Landlord/Seller), Owner's Broker</i>)	
NYC Fair Chance Housing Notice: Criminal Records (O) 114440 (<i>Applicant's Broker, Unit Owner (Landlord/Seller), Owner's Broker</i>)	
NYC Fair Chance Housing Notice: Criminal Records (Applicants) 115938 (<i>Applicant, Co-Applicant, Guarantor, Adult Occupant (18 or Older)</i>)	
Application Forms	
Applicant Information for Lease – LE (Applicant) 161 29875 (<i>Applicant</i>)	
Financial Statement Condo – LE162 29876(<i>Applicant, Co-Applicant, Guarantor</i>)	Upload Financial Statements Attach Bank Statement Attach Investment Statement
Applicant Information for Lease – LE (Co-Applicant and Guarantor) 163 29877 (<i>Co-Applicant, Guarantor</i>)	
Unit Owner Information 164 29878 (<i>Unit Owner (Landlord/Seller), Unit Owner (Principle)</i>)	
Financial Statement Condo 165 29879(<i>Applicant, Co-Applicant, Guarantor, Principal of LLC (Applicant)</i>)	Attach Bank Statement Attach Investment Statement Attach Retirement Statement
Additional Applicant Information 166 29880(<i>Applicant</i>)	Upload Document
Applicant Information for Lease (Co-Applicant) 167 29881(<i>Co-Applicant</i>)	Attach Landlord Reference Letter
Applicant Information for Lease (Guarantor) 168 29882(<i>Guarantor</i>)	Attach Landlord Reference Letter
Applicant Information for Lease (Applicant) 169 29883(<i>Applicant</i>)	Attach Landlord/Management Company Reference Letter
Additional Unit Owner Information 1824 29904(<i>Unit Owner (Landlord/Seller), Unit Owner (Principle)</i>)	Upload Document
Credit Authorization	
Consumer Report Authorization for Entity 170 29884 (<i>Applicant, Co-Applicant, Guarantor, Adult Occupant (18 or Older)</i>)	
Consumer Report Authorization 171 29885 (<i>Applicant, Co-Applicant, Guarantor, Adult Occupant (18 or Older), Principal of LLC (Applicant)</i>)	
References	
Professional References (1) 172 29886(<i>Applicant, Co-Applicant</i>)	Attach Reference Letter
Personal References (1) 173 29887(<i>Applicant, Co-Applicant</i>)	Attach Personal Reference Letter
Required Documents	
Emergency Contact Information 174 29888 (<i>Applicant</i>)	
Additional Required Documents 175 29889(<i>Applicant</i>)	Attach Document
Lease Agreement 176 29890(<i>Applicant</i>)	Attach Lease Agreement
Income Verification Letter (Lease) 177 29891(<i>Applicant, Co-Applicant, Guarantor</i>)	Attach Employment Verification Letter or CPA Letter Attach Pay Stubs (Last 30 days)
Articles of Incorporation (LLC) 178 29892(<i>Applicant</i>)	Attach the Certificate of Incorporation and any Amendments. Attach the Corporate Resolution. Attach the LLC Operating Agreement. Attach the Certificate of Good Standing
Articles of Incorporation (Non LLC) 179 29893(<i>Applicant</i>)	Attach the Certificate of Incorporation and any Amendments. Attach the Corporate Resolution. Attach the Certificate of Good Standing
Partnership Documents 3466 29908(<i>Applicant, Co-Applicant, Guarantor</i>)	Attach the Certificate of Formation Attach the Partnership Agreement Attach the Filing Receipt Attach the Certificate of Good Standing
Trust Agreement 5165 29909(<i>Applicant</i>)	Attach Trust Agreement
Acknowledgements	
Core Acknowledgements (Unit Owner) 180 29894 (<i>Unit Owner (Landlord/Seller), Unit Owner (Principle)</i>)	
Pet Acknowledgment 181 29895 (<i>Applicant, Co-Applicant</i>)	
Core Acknowledgements (Applicant, Co-applicant and Adult Occupant) 184 29898 (<i>Applicant, Co-Applicant, Adult Occupant (18 or Older)</i>)	
Window Guard Acknowledgment 185 29899 (<i>Applicant, Co-Applicant</i>)	

Financial Stability Acknowledgement 1590 29903 (Unit Owner (Landlord/Seller), Unit Owner (Principle))	
NEW YORK STATE FLOOD HISTORY AND RISK NOTICE TO RESIDENTIAL TENANTS 97335 (Applicant, Co-Applicant, Unit Owner (Landlord/Seller))	
New York State Good Cause Eviction Law Acknowledgement 107142 (Applicant, Co-Applicant, Unit Owner (Landlord/Seller))	
Disclosures	
House Rules 187 29901 (Applicant, Co-Applicant, Guarantor, Adult Occupant (18 or Older))	
Insurance information (L) 23886 29910 (Applicant, Co-Applicant, Guarantor, Adult Occupant (18 or Older))	

Application Fees

FirstService Residential New York, Inc. fees may only be paid by Credit Card or Bank Cashier Check or Money Order

To pay fees by Credit Card, click on the "**Click to Pay Online**" links below

To pay fees by Bank Cashier Check or Money Order, click on the "**Click to Record Checks**" links below

Checks should be sent to:

Processing Department
FirstService Residential New York, Inc.
575 Fifth Avenue, 9th Floor
New York, NY 10017
T: 1-844-612-4956
F: (212) 634-3946

Responsibility of Applicant

Due At Submission

Description	Pay To	Amount	Paid
Application Processing Fee	Management	750.00	
Digital Document Retention Fee	Management	112.50	
Move In Deposit	Entity	1000.00	
Move In Fee	Entity	500.00	

Responsibility of Applicant Party

Due At Submission

Description	Pay To	Amount	Paid
Consumer Report Fee	Management	80.00	

Responsibility of Unit Owner

Due At Submission

Description	Pay To	Amount	Paid
Move Out Deposit	Entity	1000.00	
Move Out Fee	Entity	500.00	

Responsibility of Anyone

Due At Your Option

Description	Pay To	Amount	Paid
NON-REFUNDABLE Expedited Review Processing Fee PLEASE READ: The FirstService Residential application review process may take up to 7 business days to complete. An expedited review option is available with a turnaround time of 1-2 business days after submission. This does not include Board Review approval time.	Management	500.00	