



PARKCHESTER

PRESERVATION MANAGEMENT LLC

2000 East Tremont Avenue, Bronx, NY 10462

Phone: 718-319-8043 • Fax: 718-319-8112

www.parkchesternyc.com

Date: _____

Dear M _____

Thank you for your interest in leasing an apartment at Parkchester. We look forward to welcoming you to one of the cities most vibrant and exciting communities.

Right now on an on-going monthly basis we are offering a limited number of spacious, one-bedroom apartments, as well as a few two and three bedroom apartments for rent.

We have modernized units that have undergone a renovation program and have all new windows, new plumbing, upgraded wiring to support air conditioning, refinished hardwood floors and appliances. Rents start as low as \$1250 per month for a contemporary one-bedroom apartment. The contemporary apartments are really beautiful, and in today's market are an excellent value.

These modernized apartments are perfect for young couples, single shares or seniors. To be eligible for consideration applicants must have an annual household income of \$46,125.00 for a contemporary one, and at least one year of a) verifiable employment, or b) fixed-income benefits totaling the respective minimum eligibility income for the respective unit type.

We enclose herewith a "Preliminary Questionnaire" and a "Housing and Employment History" form which we ask you to fill out and return to us along with copies of recent proof of income (pay stubs for employment, and/or award letters/statements for fixed-income benefits, i.e. pensions, social security, annuities, etc.). This will start the process rolling.

Once your "Preliminary Questionnaire" is received, we will let you know whether you meet our preliminary income and family size requirements. If so, we will schedule an office interview and conduct a background and credit check. At the office interview a non-refundable application fee will be charged: \$75.00 for households with only one adult; \$85 for households with more than one adult.

Rest assured, the application process is really less complicated than it sounds. It is necessary, however, to prevent overcrowding and to maintain the quality and credit worthiness of our large Parkchester family.

Please note: No fee is required to obtain or process the enclosed "Preliminary Questionnaire." All Questionnaires will be considered in the precise order they are received. Filing a "Preliminary Questionnaire" does not guarantee you an apartment, and in no way binds Parkchester Preservation Management to reserve or assign an apartment to you.

We look forward to receiving your completed "Preliminary Questionnaire"

Sincerely,

Carlos Ortiz
Director of Leasing

Parkchester Preservation Management DOCUMENT CHECKLIST

Listed below are the documents that must be submitted by you and all your co-applicants at the time of your office interview. Kindly bring the originals as well as a set of copies of all the required documents which will permanently be retained by us as part of your application file. Please be advised that it will not be possible for your interview to be conducted should you fail to have available all listed documents applicable to you and your co-applicant, for our review at the time of your scheduled appointment. (Social Security cards and photo IDs are needed for all prospective household members, including occupants as well as co-applicants)

YOU MUST BRING A **COPY** AND THE ORIGINALS OF THE FOLLOWING DOCUMENTS:

EMPLOYMENT INCOME INFORMATION

- ___ 2015 and 2014 W2 Forms and 1040's for all applicant and all co-applicants (if 2015 1040 is unavailable we require 2013);
- ___ Three most recent pay stubs for applicant and all co-applicants; and
- ___ Letter from employer verifying employment for applicant and all co-applicants, (this must be on company letterhead and must include your name, social security #, date of hire, your current yearly salary, and name of supervisor for telephone verification).

ASSETS & OTHER SOURCES OF INCOME

- ___ Most recent checking & savings account statements, (must show name of account holder)
- ___ Evidence of any additional income from other sources, (i.e. pension, social security award letter, annuities, rental income, alimony, etc.).

HOUSING INFORMATION

- ___ Current lease/mortgage statement with last 6 months rent bills/mortgage statement or computer generated payment history from landlord/mortgagee listing monthly charge, payment date, and month ending balances. If you or any of your co-applicants are claiming to be living with another family we must still be provided with proof of the primary resident's tenancy or ownership, as well as a notarized letter or sublease agreement from the primary resident stating that you/co-applicant(s) are residing at said address and the period of time that you/co-applicant(s) have been living at that address.

IDENTIFICATION/RECORDS/FEE(S)

- ___ Photo ID and social security card for every prospective household member.
- ___ School attendance records for all children in school (grades K-12)
- ___ Proof of school registration for unemployed occupants not attending grades K-12 claiming to be full or part time students.
- ___ Certified check or money order for the application fee: \$75 (1 applicant); \$85 (2 or more applicants)
— **NO PERSONAL CHECKS WILL BE ACCEPTED, (NON REFUNDABLE)**

OFFICE USE	
INTERVIEWER	_____
DATE	_____
TIME	_____

PRELIMINARY QUESTIONNAIRE

(PLEASE PRINT CLEARLY)

Thank you for your interest in leasing an apartment at Parkchester. We look forward to welcoming you to one of the city's most vibrant and exciting communities. Please complete this questionnaire in full, incomplete questionnaires cannot be processed.

Please note: Absolutely no fee is required in connection with obtaining and/or processing this form.

Please circle the apartment size you are interested in renting: 1 Bedroom 2 Bedroom 3 Bedroom

How did you hear about us? _____

APPLICANT

Landlord Name: _____ Landlord Address: _____
 Name: _____ Social Security #: _____ Date of Birth _____
 Address: _____ Length ____ yrs ____ mths.
 Number Street Apt
 _____ _____ _____
 Boro/City State Zip
 Telephone Number (Work): _____ (Home) _____
 (Mobile): _____ (Email) _____

CO-APPLICANT

Landlord Name: _____ Landlord Address: _____
Name: _____ Social Security #: _____ Date of Birth _____
Address: _____ Length ____ yrs ____ mths.
Number Street Apt
Boro/City State Zip
Telephone Number (Work): _____ (Home) _____
(Mobile): _____ (Email) _____

HOUSEHOLD INCOME/HOUSEHOLD MEMBERS: (List all occupants and income if applicable including Self.)

<u>NAME OF HOUSEHOLD MEMBER</u>	<u>INCOME(\$)</u>	<u>FREQUENCY OF PAYMENT</u>	<u>SOURCE OF INCOME</u>	<u>LENGTH OF EMPLOYMENT</u>	<u>LENGTH OF PREV. EMPL.</u>
		WKLY BIWKLY SEMIMTH ANNLY			
		WKLY BIWKLY SEMIMTH ANNLY			
		WKLY BIWKLY SEMIMTH ANNLY			
		WKLY BIWKLY SEMIMTH ANNLY			
		WKLY BIWKLY SEMIMTH ANNLY			

Do you have a Section 8 Certificate? () Yes () No

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HOUSING AND EMPLOYMENT HISTORY

APPLICANT

Applicant's Name: _____

Present Address: _____
STREET APT# CITY STATE ZIP

HOUSING HISTORY

Is current lease in your name?: [] Yes [] No. If No, Whose name is lease in?: _____

Current apt. size: _____

CURRENT LANDLORD

Landlord's Name:		
Landlord's Address:		
Dates of Occupancy:	From	To
Rent/ Mortgage:	\$	
Landlord's Telephone:	()	
Why do you want to move?		

Please complete below if above is less than five years.

Previous Address:		
Previous Landlord's Name:		
Previous Landlord's Address		
Dates of Occupancy:	From	To
Rent/ Mortgage:	\$	
Previous Landlord's Telephone:	()	
Why did you move?		

Previous Address:		
Previous Landlord's Name:		
Previous Landlord's Address		
Dates of Occupancy:	From	To
Rent/ Mortgage:	\$	
Previous Landlord's Telephone:	()	
Why did you move?		

Please complete reverse: EMPLOYMENT HISTORY

EMPLOYMENT HISTORY

Are you presently employed? ☐ Yes

☐ No

Do you do any work at home? ☐ Yes

☐ No

If YES, explain: _____

Employer's Name	
Employer's Address	
Employer's Telephone	()
Length of Employment:	From To
Position	
Annual Income:	\$
Supervisor's Name	

Please complete below if less than five years

Previous Employer's Name	
Previous Employer's Address	
Previous Employer's Telephone	()
Length of Employment:	From To
Position	
Annual Income:	\$
Supervisor's Name	
Reason for leaving job	

Previous Employer's Name	
Previous Employer's Address	
Previous Employer's Telephone	()
Length of Employment:	From To
Position	
Annual Income:	\$
Supervisor's Name	
Reason for leaving job	

I represent that the information provided on this form is true, and understand that any misrepresentation by me may be cause for rejection of my application.

APPLICANT'S SIGNATURE

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HOUSING AND EMPLOYMENT HISTORY

CO-APPLICANT

Co-Applicant's Name: _____

Present Address: _____

STREET

APT#

CITY

STATE

ZIP

HOUSING HISTORY

Is current lease in your name?: ☐ Yes ☐ No. If No, Whose name is lease in?: _____

Current apt. size: _____

CURRENT LANDLORD

Landlord's Name:	_____
Landlord's Address:	_____
Dates of Occupancy:	From _____ To _____
Rent/ Mortgage:	\$ _____
Landlord's Telephone:	() _____
Why do you want to move?	_____

Please complete below if above is less than five years.

Previous Address:	_____
Previous Landlord's Name:	_____
Previous Landlord's Address	_____
Dates of Occupancy:	From _____ To _____
Rent/ Mortgage:	\$ _____
Previous Landlord's Telephone:	() _____
Why did you move?	_____

Previous Address:	_____
Previous Landlord's Name:	_____
Previous Landlord's Address	_____
Dates of Occupancy:	From _____ To _____
Rent/ Mortgage:	\$ _____
Previous Landlord's Telephone:	() _____
Why did you move?	_____

Please complete reverse: EMPLOYMENT HISTORY

EMPLOYMENT HISTORY

Are you presently employed? ☐ Yes

☐ No

Do you do any work at home? ☐ Yes

☐ No

If YES, explain: _____

Employer's Name	
Employer's Address	
Employer's Telephone	()
Length of Employment:	From To
Position	
Annual Income:	\$
Supervisor's Name	

Please complete below if less than five years

Previous Employer's Name	
Previous Employer's Address	
Previous Employer's Telephone	()
Length of Employment:	From To
Position	
Annual Income:	\$
Supervisor's Name	
Reason for leaving job	

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CO-APPLICANT'S SIGNATURE

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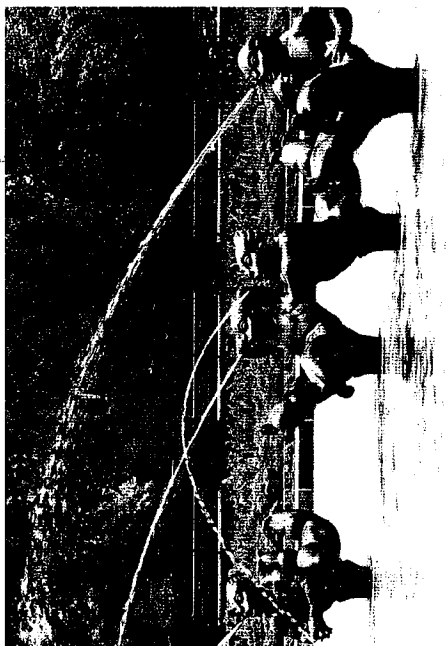
PARKCHESTER IS A GREAT PLACE TO LIVE

where singles and families enjoy the good life surrounded by shade trees, lawns, flower beds, playgrounds and athletic fields.

IT COSTS LESS THAN YOU THINK!

Call Monday - Friday between 8:30 am & 5:00 pm for complete information and an appointment to our Open House and to view model apartments.

718-319-8043



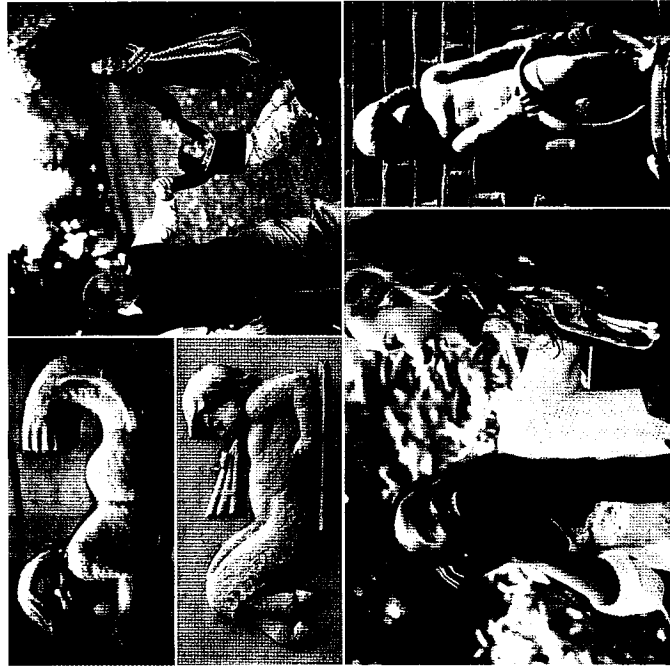
light air space

WELCOME TO PARKCHESTER, A SELF CONTAINED VILLAGE WITHIN THE CITY... live here and you will enjoy an endless variety of services and conveniences that are perfect for families with children, young couples, singles and seniors.

Parkchester's 129 acres are crossed by two broad landscaped boulevards which meet at a central landscaped oval and divide the community into four sections containing thousands of trees and an abundance of flowering shrubbery.

Leading sculptors created the figures that adorn the buildings of Parkchester.

NO BROKER FEE

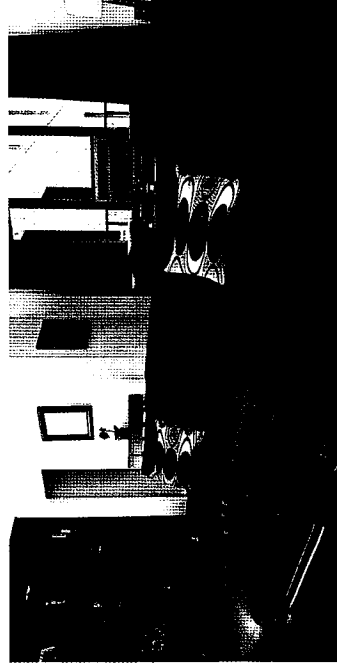


PARKCHESTER OFFERS SPACIOUSNESS AND AFFORDABILITY IN APARTMENT LIVING

The moment you enter one of our 1, 2 or 3 bedroom apartments, comfort and convenience greet you. A spacious foyer brings you into the generously proportioned living room with breathing room for every member of the family. Polished hardwood floors, high ceilings and generous closets are matched with bright airy spaces.

The elegantly renovated, windowed kitchens of *The Contemporary Collection* feature new appliances, stainless steel accents, and the choice of warm cherry wood designer cabinetry with matching rose-toned granite countertops, or custom off-white and grey cabinetry with slate grey counters.

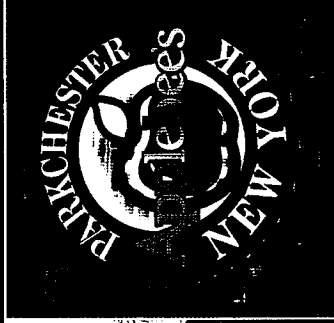
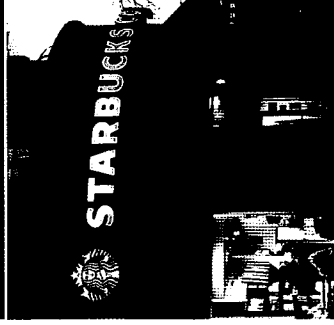
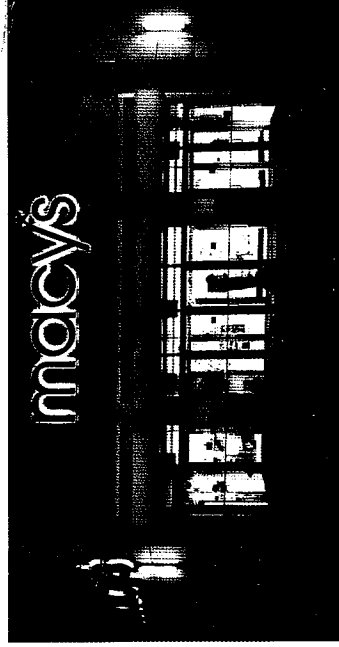
FIOS and high speed internet connections are available in every Parkchester apartment home.



PARKCHESTER'S COMMERCIAL VILLAGE IS A CENTER OF ACTIVITY AND CONVENIENCE WITH MORE THAN 100 SHOPS, STORES AND OFFICES WITHIN EASY WALKING DISTANCE OF THE APARTMENTS.

Parkchester proudly offers everything its residents need:

- Shopping and restaurants.
- Macy's, Marshalls and other major retailers, supermarkets, specialty stores and banks.
- Green areas and playgrounds.
- Post Office, medical and dental offices.
- Easy access to midtown and all forms of transportation.
- Parkchester #6 Subway stop, express buses, major highways.
- On-site garages. • 24-hour roving security.



Parkchester
Subway Station

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