New York Rental Application

General template, not legal advice. Have a New York attorney review before use. Last reviewed October 29, 2026.

Each adult who will live in the home completes a separate application. Incomplete applications may delay a decision. We follow federal, New York and local fair housing laws and apply the same written screening criteria to every applicant.

1. Property applied for

Property address and unit

Desired move-in date

Monthly rent

Requested lease length

How you heard about the home

Application fee paid

> Application fee rules in New York: The only fee allowed before a tenancy starts is a background and credit check fee of no more than the actual cost or $20, whichever is less, waived if the applicant brings a check from the past 30 days. (Real Property Law section 238-a)

2. Applicant

Full legal name

Other names used

Date of birth

Phone

Email

Government ID type and last 4 digits

Social Security or ITIN number (needed only for a credit check)

Current address

3. Rental history

List your current home and the homes before it, covering at least the past _____ (Years of history requested) years.

Address	Dates (from and to)	Monthly rent	Landlord name and phone	Reason for leaving

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4. Employment and income

Employer or income source	Position	Start date	Supervisor and phone	Gross monthly income

Other income (type and monthly amount)

Housing voucher or assistance, if any

Income from any lawful source counts, including benefits, support payments and housing vouchers, where the law protects source of income. You may be asked for pay stubs, an offer letter, bank statements or benefit letters.

5. Household

Name of each other occupant	Relationship	Age if under 18

Pets (type, breed, weight)

Vehicles (make, model, plate)

Assistance animals are not pets. A request for an assistance animal is handled as a reasonable accommodation, and no pet fee or pet deposit applies to it.

6. References and emergency contact

Personal reference name and phone

Second reference name and phone

Emergency contact name, relationship and phone

7. Questions

- ☐ Do you smoke or vape? Yes / No
- ☐ Will anyone not listed above live in the home? Yes / No
- ☐ Have you been asked to leave a rental home in the past _____ (Years) years? Yes / No. If yes, explain:
- ☐ Do you have any requests for accommodation we should know about? Optional

Do not list anything about race, color, religion, sex, national origin, disability, familial status, or any other characteristic protected where you live. We do not ask about these, and they play no part in our decision.

> State screening rules in New York: Refusing an applicant because of lawful source of income, including a housing voucher, is illegal, and a landlord may not reject someone because they were in a past landlord and tenant case. (New York Human Rights Law (Executive Law section 296) and Real Property Law section 227-f)

8. Screening criteria

Our written criteria are attached or available on request. They cover income, rental history, credit, and any other checks we run, and they are the same for every applicant.

9. Authorization and consent

I confirm the information in this application is true and complete. I authorize the landlord and its screening provider to verify it, contact my landlords, employers and references, and obtain consumer reports, which may include credit, eviction and criminal history where the law allows. If the decision is based in whole or part on a consumer report, I will receive an adverse action notice with the name of the reporting company and my right to a free copy and to dispute it.

I understand false or missing information may be a reason to deny this application or end a lease. Approval is not final until a lease is signed by all parties and the required deposit and first month's rent are paid.

_____

Applicant signature

_____

Printed name

_____

Date

For office use

Date received _____

Fee received _____

Criteria applied _____

Decision and date _____

Adverse action notice sent (date) _____

Reviewed by _____

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