

Pls find the agency disclosure form, application & financial statement forms attached.

Please email the completed agency disclosure form, application/financial statement back along the following documents.

- 1: Employment letter
- 2: credit report
- 3: Savings/ Investment brokerage showing over 12x rent
- 4: Landlord letter
- 5: Copy of ID (driver license, or passport)
- 6: ESA letter (if applicable)



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 Lillian Lin (print name of licensee) of PLS International LLC (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):

X

X

Date: _____

Date: _____

SUBLET APPLICATION

Address of Sublet:			Apartment Number:			Monthly Sublease Rent:		
Subtenant's Name:								
Social Security #:			Date of Birth:			Home Phone:		
Drivers License #:								
Present Address:						Monthly Rent:		
						Utilities Included: (Y) or (N)		
Landlord's Name:						Years at Address:		
Landlord's Address:						Landlord's Phone:		
Previous Residency Information								
Address:						Monthly Rent:		
						Utilities Included: (Y) or (N)		
Landlord's Name:						Years at Address:		
Landlord's Address:						Landlord's Phone:		
Has a Landlord ever sued you for non-payment of rent or repossession? (Y) or (N)								
Banking Institution:								
Address:						Tel. Number:		
Savings Account #:			Checking Account #:					

Subtenant's Employment		
History Present Employer:	Position:	Annual Salary:
Address:	Dates of Employment: From: / ___ To: / ___	
Supervisor's Name:	Telephone No.:	
Previous Employment Information (if not at present position for at least one year)		
Employer:	Position:	Annual Salary:
Address:	Dates of Employment: From: / ___ To: / ___	
Supervisor's Name:	Telephone No.:	
OTHER INCOME: \$	Source(s): (Alimony, Assets, Interest, Child Support, Social Security, Unemployment, Veterans Supplement, etc.)	
Schools and Colleges attended by applicant:		
Names of Residents in Building known by Applicant:		
Are pets to be maintained in the apartment? YES / NO If yes, number and type:		
PROPOSED OCCUPANTS		
Name	Date of Birth	Relationship to Applicant Income(if applicable)

Are you now in the service or a dependent of a anyone in the service? (Y) or (N)

I understand that this Sublet Application is made subject to the approval of the Board of Directors and/or their Managing Agent and application may be disapproved by same without designating cause. I hereby authorize **TUDOR REALTY SERVICES CORP.** to use any consumer reporting agency, credit bureau or other investigative agencies employed by such, to investigate the references herein listed or statements or other data obtained from me or from any other person pertaining to my employment history, credit, prior tenancies, character, general reputation, personal characteristics and mode of living, to obtain a consumer report and such other credit information which may result thereby, and to disclose and furnish such information to the owner/agent listed above in support of this application. I understand that I have the right, under Section 806B of the Fair Credit Reporting Act, to make a written request, within reasonable time, for a complete and accurate disclosure of the nature and scope of any investigation. I hereby certify that all information provided herein is true and correct.

(Signature of Applicant) _____
(Date)

Name _____

Address _____

the following is submitted as being a true and accurate statement of the financial condition of the undersigned on the _____ day of _____,

FILL IN ALL THE BLANKS, WRITING "NO" OR "NONE" WHERE NECESSARY TO COMPLETE THE INFORMATION.

<u>ASSETS</u>			<u>LIABILITIES</u>		
CASH IN BANKS			NOTES PAYABLE TO BANKS		
SAVINGS & LOAN SHARES			NOTES PAYABLE TO RELATIVES		
EARNEST MONEY DEPOSITED			NOTES PAYABLE TO OTHERS		
BONDS & STOCKS (See Schedule)			INSTALLMENTS ACCOUNTS PAYABLE Automobile		
INVESTMENT IN OWN BUSINESS			INSTALLMENT ACCOUNTS PAYABLE Other		
ACCOUNTS AND NOTES RECEIVABLE			OTHER ACCOUNTS PAYABLE		
REAL ESTATE OWNED (See Schedule)			MORTGAGES PAYABLE ON REAL ESTATE (See Schedule)		
AUTOMOBILES: Make Year			UNPAID REAL ESTATE TAXES		
PERSONAL PROPERTY & FURNITURE			UNPAID INCOME TAXES		
LIFE INSURANCE (Cash Surrender Value)			CHattel MORTGAGES		
OTHER ASSETS (Itemize)			LOANS ON LIFE INSURANCE POLICIES (Include Premium Advances)		
			OTHER DEBTS (Itemize)		
			TOTAL LIABILITIES		
			NET WORTH		
TOTAL ASSETS			TOTAL LIABILITIES & NET WORTH		
<u>SOURCE OF INCOME</u>			<u>PERSONAL INFORMATION</u>		
BASE SALARY	\$		OCCUPATION OR TYPE OF BUSINESS		
OVERTIME WAGES	\$		EMPLOYER		
DIVIDENDS & INTEREST INCOME	\$		POSITION HELD	NUMBER OF YEARS	
REAL ESTATE INCOME (Net)	\$		PARTNER OR OFFICER IN ANY OTHER VENTURE OR OTHER EMPLOYMENT		
APPLICANT INCOME	\$		CHILDREN (Ages)		
OTHER INCOME (Itemize)	\$		OTHER DEPENDENTS		
TOTAL	\$				
<u>CONTINGENT LIABILITIES</u>			<u>GENERAL INFORMATION</u>		
AS ENDORSER OR CO-MAKER ON NOTES	\$		PERSONAL BANK ACCOUNTS CARRIED AT:		
ALIMONY PAYMENTS (Annual)	\$		SAVINGS & LOAN ACCOUNT AT		
ARE YOU A DEFENDANT IN ANY LEGAL ACTION?			PURPOSE OF LOAN		
ARE THERE ANY UNSATISFIED JUDGEMENTS?					
HAVE YOU EVER FILED FOR BANKRUPTCY? EXPLAIN:					

SIGNATURE

SCHEDULE OF BONDS AND STOCKS

AMOUNT OR NO. SHARES	DESCRIPTION (Extend Valuation in Proper Column)	MARKETABLE Actual Market Value	NONMARKETABLE (Unlisted Securities Estimated Worth)

SCHEDULE OF REAL ESTATE

DESCRIPTION AND LOCATION	COST	ACTUAL MARKET VALUE	AMOUNT	MORTGAGE	MATURITY
			DATE		

SCHEDULE OF NOTES PAYABLE

Specify any assets pledged as collateral, indicating the liabilities they secure:

TO WHOM PAYABLE	DATE	AMOUNT	DUE	INTEREST	ASSETS PLEDGED AS SECURITY

The foregoing statements and details pertaining thereto, both printed and written, have been carefully read and the undersigned hereby solemnly declares and certifies that same is a full and correct exhibit of my/our financial condition.

Date _____ Signature _____