



## Apartment Application Procedure

Following is the necessary information you will need to submit a complete application:

### **STEP ONE - Application**

All applications must be completed and submitted online through [www.On-Site.com](http://www.On-Site.com).  
**Please see the reverse side of this sheet for application instructions.**

### **STEP TWO - Approval**

Please understand the approval process may take up to 48 hours, you and/or your broker will be notified by a leasing representative when a decision has been made. If approved, a lease signing will be scheduled.

**Please note:** Management will continue to accept other applications on the same available apartment until a lease has been signed and first months rent and a security deposit have been paid.

### **STEP THREE - Lease Signing**

Magnum Real Estate Group uses the Standard REBNY Lease that is available online at [www.rebny.com](http://www.rebny.com). All lease signing must take place in the management office. Below are the documents that will be included in the lease signing.

If there is an Out of State Guarantor on the lease, the leases will need to be sent to the Guarantor to be signed and notarized. Applicant is responsible for sending and returning the leases to Management prior to move in date.

**\*\* NEW PET POLICY \*\*** All dogs will require \$1000 pet deposit, must be 40 pounds or less at full growth and the owner must show proof of the dog having an NYC Dog License. All cats will require a \$500 pet deposit. This deposit will be added to the security deposit and is fully refundable assuming the pet causes no damage to the apartment.

**PLEASE NOTE: BEFORE KEYS FOR A MOVE IN ARE RELEASED, MANAGEMENT MUST HAVE ALL ORIGINAL SIGNED LEASE DOCUMENTS AND ALL REQUIRED FUNDS. KEY PICK UP IS ONLY AFTER 2 PM ON YOUR DESIGNATED MOVE IN DAY. ABSOLUTELY NO EXCEPTIONS WILL BE MADE.**



## Online Application Instructions

All applications must be **individually** submitted through [www.On-Site.com](http://www.On-Site.com) and the \$150.00 non-refundable processing fee must be paid at the conclusion of your online application with any major credit card. Upon completion of the online application, all supporting documents may be dropped off at the leasing office or sent in via fax or email. Please note: If approved, Out of state Guarantors will automatically require a minimum of two months rent as a security deposit.

- 1.) In order to apply online, you must go to [www.On-Site.com](http://www.On-Site.com) and click the “Apply Now!” button located in the upper right hand corner of the screen.
- 2.) You will then be prompted to enter a property ID. Please enter **Magnum** and click the “Search” button.
- 3.) Magnum Management company will then come up and you will need to click the “Apply to This Property” button.
- 4.) Please read and review the Rental Application Criteria and check the agreement box, and press the “Continue” button.
- 5.) You will then be prompted to start filling out the application.
  - **Please be sure to indicate what you are applying as. Anyone who will be living in the apartment as a tenant should apply as an “Individual” and those who are applying as a guarantor will need to select “Guarantor”. The “Corporate” and “Occupant” options should not be used.**
- 6.) Fill out all of the required fields.
  - If you are a student applying and do not have a job, under employment please indicate “Student” in the Occupation field and enter your school name in the Employer field. You may enter “N/A” in any other required field and \$0.00 in the income field.
  - **Please do not add other applications (roommates or guarantors) through your application, everyone must apply separately.**
- 7.) Pay the \$150.00 non-refundable processing fee with any major credit card.
- 8.) Click the “Submit Application” button.

When you have completed your online application, please include as many of the following documents as you can in support of your application:

- Previous Landlord Reference
- Paycheck Stub for the last 3 pay periods
- Letter of Employment
- Copy of Tax Returns from the last two years
- Bank Statement
- Copy of Photo ID

Once you gather all your supporting documents, you may deliver them together as a whole package. Do not send your supporting documents to the leasing department until you have completed the online application. Please include a cover page with your documents stating the following information:

- Your name
- The property and apartment that you are applying for
- Your prospective move in date
- The rent amount
- Your Broker (if applicable)
- Special notes (if applicable)

**You may fax your supporting documents to us at (212) 941-1989 with attention to Jaqueline Morgan. email them to [imorgan@magnumreg.com](mailto:imorgan@magnumreg.com) or drop them off at the leasing office.**