

# GPG Management

## Applicant/Guarantor Requirement List & Instructions

### **SUBSTANTIALLY INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

In order for our office to process your application, the following information is required of new applicant(s) and guarantor(s). **Please submit all below requested supplemental documents (items 3–10) through on-site.com's document CloudFile within one (1) day of completing online application form to ensure prompt processing.**

1. An email to [leasing@gpg.management](mailto:leasing@gpg.management) with a completed "Application Cover Page"
2. Completed "on-site.com" Application Form for each applicant/guarantor, a link will be provided by our leasing office or a list of all buildings is accessible with the following weblink:  
<https://www.on-site.com/apply/company/39559/name/mautner>

**Note – a \$125 fee applies per applicant/guarantor**

3. Photo ID from each applicant and/or guarantor
4. Current Bank Statement for all relevant accounts from each applicant/guarantor
5. Two (2) consecutive paystubs for all applicants/guarantors or similar income substantiation (Recent W-2 form, Tax Return, etc). For "other income", please provide evidence.
6. If Self Employed or have primarily commission based salary: two (2) consecutive Federal Tax Returns
7. Guarantors must provide 2 most recent Federal Tax Returns
8. If Foreign Citizen: Proof of Employment, Work Visa and/or Green Card.
9. Students: Guarantor Required
10. If available, please submit a Landlord's reference letter.

---

### **The following are our criteria for normal applicant acceptance:**

1. Income requirement:
  - a. *For Applicant(s) (in sum): 40X monthly rent in aggregate for all leaseholders, or guarantor is necessary*
  - b. *For Guarantors: 80X monthly rent amount in aggregate*
2. Credit Requirement: Above average credit with no or de minimis delinquencies.
3. We will consider all others on a case by case basis.
  - a. *Do not submit applications for applicants that have below average credit.*
  - b. *If income does not meet requirements but applicant is employed with reasonably adequate income and the application is otherwise acceptable, we may ask for additional security deposit to be escrowed.*

# GPG Management

 **Save this form to your desktop after completing it!**  
Unsaved entries will be lost.

## Application Cover Page

### Applicant

Apartment Address

Date

.....

Start Date of Lease

.....

Broker (if applicable)

.....

Applicant Names

.....

.....

Guarantor Names

.....

.....

### Deal Terms

Total Monthly Rent

Security Deposit

.....

Pre-Paid Rent (if other than first month)

.....

### Internal Use Only

AF

DOCS

.....

Status

.....