

# GPG Management

Dear Resident,

In order to process your request for a roommate change/addition/replacement and substantially change the terms of your lease, a new lease (with all associated riders).

To accommodate your request, you must submit/complete **ALL OF THE BELOW LISTED ITEMS**. If any items are missing, the application will be considered incomplete, and will not be reviewed.

1. All Prospective roommate(s) and new Guarantor(s) must complete entire application, providing all documentation requested on the next page, using the on-site application portal using the weblink: <https://www.on-site.com/apply/company/39559/name/mautner>  
**All supplemental information can and should be submitted through on-site application portal**  
**Note – There is a \$125 application fee associated with submitting application, per applicant/guarantor**
2. \$150 Processing fee (Total, not per new applicant). Fee can be paid by check payable to “GPG Management” or by Paypal using the weblink: **PAY APPLICATION FEE**
3. A single email (with the phrase “Transfer/Roommate Switch” & your building address and apartment in subject line) to [leasing@gpg.management](mailto:leasing@gpg.management) with following attachments:
  - a. A complete copy of the “APPLICATION COVER PAGE”
  - b. A copy of the “Waiver of Rights to Security Deposit” from any tenant who wishes to have their name removed from the lease.
  - c. Updated employment information (recent W-2 form or most recent paystub) from any tenants who wish to remain in the apartment.
4. Upon receipt of the above, your request shall be processed and we will promptly advise you of our decision. Please carefully read the guidelines provided on the following page of this application package before submitting any information.

If you have any questions, please contact me at 212-288-1999 ext. 131.

Sincerely,  
GPG Management

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## Applicant/Guarantor Requirement List

### **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 via "on-site.com" as aforementioned. **Please submit all below requested documents through on-site.com within one (1) day of completing online application form to ensure prompt processing.**


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

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### **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.*

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 **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

.....

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## Application Cover Page (Roommate Switch)

Apartment Address	Date
.....	.....
Start Date of New Lease	
.....	
New Applicant Name(s)	
.....	.....
.....	.....
Leaseholder(s) to be removed from lease:	
.....	.....
.....	.....
Guarantor Name(s)	
.....	.....
New Total Monthly Rent	
.....	

## Waiver of Rights to Security Deposit

GPG Management  
136 East 57th Street  
New York, NY 10022  
Attn: Leasing Department

To Whom This May Concern,

I, ....., current leaseholder of the apartment with address ....., hereby relinquish my rights to any security deposit funds currently held in escrow for the above referenced apartment. I understand that GPG Management, Administrator of said escrow account, will not withdraw funds from escrow unless possession of a vacant apartment is delivered to the Landlord, and therefore will not withdraw escrow funds in coordination with this lease alteration transaction. Reimbursement of said security deposit will be handled independently with new or remaining Leaseholders in a transaction exclusive of GPG Management.

Sincerely,

Leaseholder Signature .....



Leaseholder Name (Print) .....