

New Applicant Check List

Please be sure to include the following:

- Completed Application with signed Permission to Access Credit
- Copy of LES form
- Signed Agency Disclosure
- Signed Background Check
- Completed Request for Rental History

Notes:

PLEASE FAX TO 516-741-4587 OR EMAIL TO DMARDER@SD-CRE.COM

**Smith & DeGroat Real Estate
Property Management**

27 E. Jericho Tpke., Mineola, NY 11501
516-248-6905

APPLICATION

Location: MITCHEL FIELD

Date Occupancy Desired: _____

Name:(Permittee): _____ DOB: _____ SS#: _____

Military Branch: _____ Rank: _____

Areas Served While in Active Duty: _____

Spouse: _____ Children & Ages: _____

Present Address: _____

Zip-Code

Contact: Home: _____ Work: _____ Cell: _____ Email: _____

How Long There: _____ Why Moving: _____

Current Landlord: _____ Tel#: _____

Mail Address-Landlord: _____ Fax#: _____

Place of Employment: _____ # Years on Job: _____

Position: _____ Annual Income: _____

Business Address: _____

Business Telephone: _____ Fax#: _____

Name of Supervisor: _____ Phone #: _____

Bank & Location: _____

Phone #: _____ Type of Account: _____ Account #: _____

Personal Reference: _____ Relationship: _____

Address: _____ Phone #: _____

I give my permission to S & D Real Estate to access my full credit report including public records.

Permittee Signature

Date

REQUEST FOR RENTAL HISTORY INFORMATION

Authorization

I hereby authorize _____ to release information regarding my rental history.
(Current Landlord)

Landlord Telephone #: _____

Applicant Name: _____

Applicant Signature: _____ Date: _____

Resident Address:
Street: _____ Apt. _____ City: _____ State: _____

Move-In Date: _____ Move-Out Date: _____

NTV Date: _____ Lease Expiration Date: _____

Rental Amount: \$ _____ Additional Monthly Charges: YES NO

If YES: Amount \$ _____ Reason: _____

To be completed by Landlord

Is the account current? <input type="checkbox"/> YES <input type="checkbox"/> NO	Was sufficient notice given? <input type="checkbox"/> YES <input type="checkbox"/> NO
Does Resident Pay on Time? <input type="checkbox"/> YES <input type="checkbox"/> NO	If NO, Please indicate number of late payments: _____
Any NSF's: <input type="checkbox"/> YES <input type="checkbox"/> NO	Number of Returned Checks _____
Dispo's Filed? <input type="checkbox"/> YES <input type="checkbox"/> NO	Number of Dispo's Filed _____
Pets? <input type="checkbox"/> YES <input type="checkbox"/> NO	Number of Pets _____

Additional Comments:

Completed By: _____ Title: _____ Contact Information: _____
Signature: _____ Date: _____

Residential Homes Available

Mitchel Field East Garden City, NY 11530

\$2,800 per Month plus Utilities



No Commission Payments Required



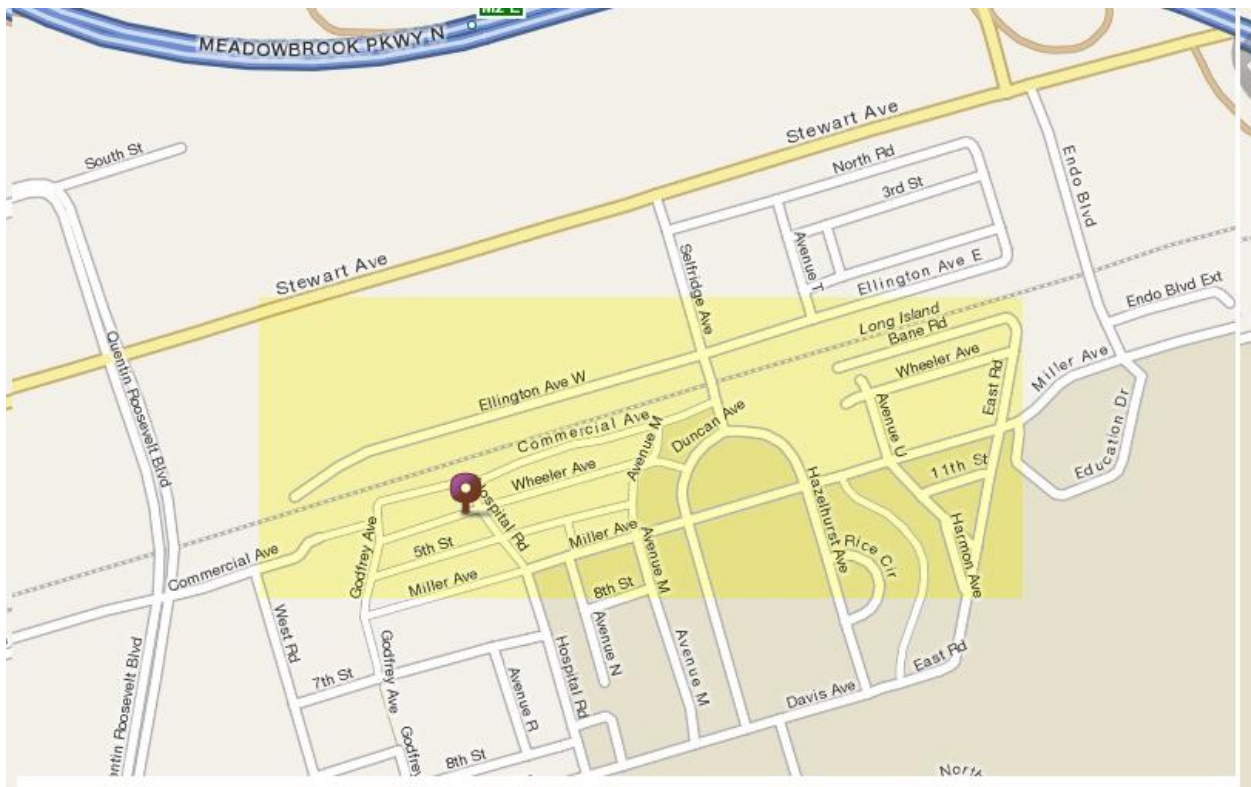
- ❖ 2,400 Square Feet
- ❖ 4 Bedrooms, DR, LR, Kitchen, 2 Sunrooms, 3 Bathrooms, Full Basement, Garage and Fireplace
- ❖ Uniondale Schools
- ❖ Near Shopping and Major Roadways
- ❖ On-Site Management
- ❖ Landscaping Services & Pest Control

Smith & DeGroat Real Estate
27 E. Jericho Turnpike
Mineola, NY 11501
516-248-6905



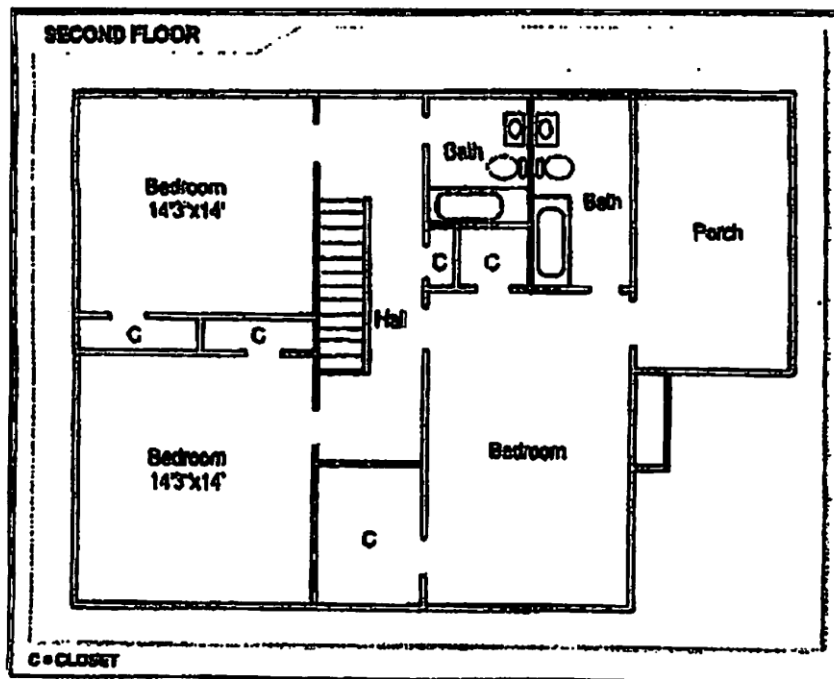
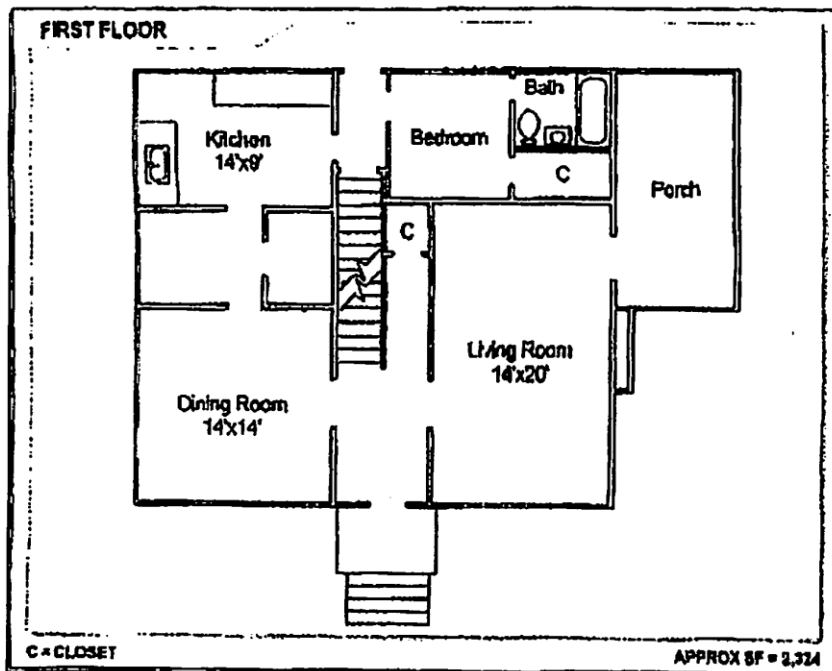


Aerial View of Mitchel Field Housing



Street Map of Mitchel Field Housing

FLOOR PLAN 4 BEDROOM





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 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 buyer.

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 informed consent in writing. In such a dual agency situa-

tion, 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.

*Smith, DeGroot
Real Estate as Agents
for Nassau County*

This form was provided to me by Martin Schackner (print name of licensee) of for Nassau County (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):

Date: _____

Date: _____

AUTHORIZATION TO RELEASE INFORMATION FORM

Note: Submitting an incomplete or illegible form may delay the background check results.

I hereby AUTHORIZE the request of my information to any law enforcement agency or third party organization, to furnish bearer with criminal history and identity check information in their possession regarding me in connection with my employment. I am willing that a photocopy of this authorization be accepted with the same authority as the original. I understand this AUTHORIZATION is to be part of the written employment application which I sign.

I am authorize a background check for the purpose of evaluating me for employment, promotion, reassignment, reclassification, transfer, or retention as an employee. I also understand that any misrepresentation, falsification or omission of facts herein may be grounds for disqualification, release or dismissal.

PRINT NAME: _____
Last First Middle

Current Address: _____
Street Number & Name City State Zip How Long?

DATE OF BIRTH: _____ **SOCIAL SECURITY #:** _____

HOME PHONE #: _____ **BUSINESS PHONE #:** _____

OTHER NAMES YOU HAVE USED: _____

EMAIL ADDRESS: _____

SINCE YOUR 18TH BIRTHDAY, HAVE YOU BEEN CONVICTED OF A FELONY OR FELONY-REDUCED-TO MISDEMEANOR CONVICTION BY ANY COURT? YES NO

If yes, please indicate date, location and explanation:

Complete driver's license information only if this position requires that you drive a motor vehicle.

DRIVER'S LICENSE INFORMATION: _____
License number Expiration Date State of Issue

PRIVACY NOTICE

The Information Practices Act of 1977 (effective July 1, 1978) requires you to provide the following information to individuals who are asked to supply information about themselves.
The principal purpose for requesting the information on this form is to conduct background checks on individuals selected for available positions. The federal statute authorizes the maintenance of this information.
Furnishing all information requested on this form is mandatory. Failure to provide such information shall result in a determination that the applicant is ineligible for employment or not appropriate for reassignment.

I hereby certify that all statements on this application are true and correct to the best of my knowledge and belief. I understand that the petition for this information is for companies to be informed of my current records, previous records and character. I understand that my employment depends upon successful completion of a background investigation, by first or third party organizations, to verify information and obtain all records held by government or private entities. If employed, I understand that any falsification, misrepresentation or omission of facts of this record may be considered cause for release or dismissal.

APPLICANT/EMPLOYEE SIGNATURE: _____ **DATE:** _____

DIRECTIONS FROM THE NORTH

Take Meadowbrook State Pkwy S toward Jones Beach. Take exit M3 W toward Stewart Ave. Turn right onto Stewart Ave. Take the first left onto Selfridge Ave. Go over the railroad tracks and make the first right onto Wheeler Ave. The model is 231W Wheeler.

DIRECTIONS FROM THE SOUTH

Take Meadowbrook State Pkwy N toward Mineola. Take exit M3 W toward Stewart Ave. Turn right onto Stewart Ave. Take the first left onto Selfridge Ave. Go over the railroad tracks and make the first right onto Wheeler Ave. The model is 231W Wheeler.

MITCHEL FIELD RENTALS

East Garden City, New York 11530

IMPORTANT INFORMATION

- ✚ **Trash Pick-Up Mondays and Thursdays**
Jamaica Ash and Rubbish Removal Co., Inc.
- ✚ **LIPA 800/490-0075** *Report Power Outage Only*
LIPA 800/490-0025 Customer Service
- ✚ **National Grid 800/490-0045** *Gas Emergencies Only*
National Grid 800/930-5003 Customer Service
- ✚ **On-Site Property Manager**
Warren Schein 516/660-2088
- ✚ **Smith & DeGroat Real Estate**
27 East Jericho Turnpike, Suite 2
Mineola, New York, 11501
516/248- 6905
Managing Director ~ Martin Schackner
Office Manager ~ Donna Marder
- ✚ **Garden City Post Office 516/747-6263**
- ✚ **Uniondale School District 516/560-8813**
- ✚ **Online Rent Payment: sdnyrealty.com**

For Further Information Contact
Smith & DeGroat Real Estate
516/248-6905 Office