

www.washingtonheightshome.com

144 E44th Street, 5th Floor

New York, NY 10017

631-680-9368

Fax: 309-213-5733

Dear Prospective Tenant(s),

This letter, along with accompanying application forms found on our web site, will provide you with everything you need to apply for an apartment from us. Please fill out the rental/credit form as completely as possible as well as the credit verification request (we need one credit request form filled out for each person on the lease and each guarantor). We also need a copy of a driver's license or government issued photo ID for each credit request. In order to process your application, we also need a check, in the amount of \$50 (plus \$25 more for each person over two that we will be running credit on), payable to Zander LLC. This money is used to run a credit check with one of the national credit reporting agencies.

In terms of additional documentation, for each lessee/guarantor we would like to see a copy of the first two pages of their federal tax return(s) for the last two years, i.e. the 1040 form, a recent pay stub, and recent bank or investment account statements showing sufficient funds to cover one month's security deposit and first and last month's rent, which will be required at the time of the lease signing. Please note that all payments of rent and security should be made out to the LLC set up for the actual building you are looking at. If unsure what that name is, check with me first.

Please fax everything to 309-213-5733 or scan and email to mvinocur@washingtonheightshome.com. If you have any questions, feel free to call me at 631-680-9368.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Vinocur", with a long horizontal flourish extending to the right.

Michael Vinocur