

LEASING REQUIREMENTS

Security Deposit

The security deposit is equal to one-month's rent. This must be paid via traveler's checks or a United States money order and must be paid before you move into your assigned apartment. When you vacate the apartment, the security deposit money is returned to you minus any charges for damages or rent arrears. Interest income that accrues on the security deposit is mailed to you each year from the bank. The security deposit payment must be made with a separate check or money order from the rent payment because it will be deposited to a different bank account. International money orders cannot be accepted. Security deposit payment cannot be deducted from your paycheck or charged to a credit card. The security deposit is submitted to a separate bank where an account is established in your name and the money remains until you vacate the apartment. We must have your social security number on the W-9 Form (which is a form that will be sent to you with your Occupancy Agreement once you have been assigned to an apartment) in order to deposit the money in the bank.

Social Security Number

If you do not yet have a social security number, you must apply in person at the Social Security Administration with appropriate identification. There is an office at 237 W. 48th Street, 5th Floor, New York, New York, 10036 between Broadway and 8th Avenue. Your social security number is needed by July 1st. For further information regarding acceptable forms of identification, office hours and directions to the closest office, please contact the Social Security Administration at (800) 772-1213 or visit their website at www.socialsecurity.gov and click on "Frequently Asked Questions."