

Documents required by most rental landlords in NYC:

1. Employment verification letter stating: Annual salary (plus any bonus or commission), start date and position. Must be on company letter head and signed.

*If **self-employed**, instead of #1 above, please provide letter from CPA (on letterhead and signed) stating: Nature of business, length of time in business, position, and last years' income and this years projected income

2. Two most recent pay stubs (If not self-employed)
3. Recent bank statement (checking and savings/investment)
4. Copy of photo I.D. (plus any Visas if applicable)
5. W-2 and first TWO pages of last tax return(signed)
6. If currently renting: Letter from landlord stating address and rent amount and that applicant was in good standing (paid rent on time, was good tenant...)

If using a **guarantor, they must fill out a separate application AND supply items 1- 5 above (Depending on the landlord, you may need a guarantor if you don't earn a minimum of 40x the monthly rent as annual income, you have poor credit, or you are a new hire.)

***If applying for a rental in a **condo or coop**, they usually require 2-3 business and personal reference letters on letter head and signed. But these can be requested once you begin the application process, because they need to be addressed to the specific board.

****Once approved you will need to provide at least one month's rent and one month's security in the form of a certified check, so while you are waiting for approval, please make sure funds are in a local NY bank or can be easily wired.

PRICE FOR CREDIT CHECK IS \$100 PER APPLICANT OR GUARANTOR.
Please provide this with the signed application and provide the rest of the paperwork listed above within 24 hrs