

TENANT REQUIREMENTS

Please be prepared! New York City apartments are rented in record time. Not having the necessary paperwork as you begin your search can result in losing the apartment!

PLEASE BE AWARE THAT IN ORDER TO QUALIFY FOR MOST APARTMENTS IN NYC THE **MINIMUM ANNUAL INCOME REQUIREMENT IS 40X THE MONTHLY RENT**. IF YOU DO NOT MEET THIS REQUIREMENT YOU MUST BE PREPARED TO PROVIDE A GUARANTOR. THIS GUARANTOR MUST MAKE A MINIMUM ANNUAL SALARY OF 80X THE MONTHLY RENT.

CHECKLIST FOR APPLICANT:

- Fully completed application. apply to all 18 year and older. (SS # must be included)
- Copy** of government-issued photo I.D., SS card, minors birth certificate, previous Lease, Last 6 Months rent receipts.
- Employment verification letter. (On company letterhead, stating date starting, position AND salary [plus bonus, if any], with a contact phone number)
- First and signature pages of last two consecutive Federal 1040 tax forms.
- Copy** of last three current, consecutive pay stubs.
- Copy** of most recent bank statement.
- Proof of additional income/savings (voucher, government, stocks, bonds, savings, etc...)
- Landlord reference letter.
- Two personal reference letters.
- Two business reference letters.
- Any other document relevant to the application.

CHECKLIST FOR GUARANTOR:

- Fully completed application. (You must include your social security number on this form)
- Copy of government-issued photo I.D.
- Employment verification letter. (On company letterhead, stating position AND salary [plus bonus, if any], with a contact phone number)
- If Self-Employed, a letter stating position and income from your Accountant or Lawyer.
- First and signature pages of last two consecutive Federal 1040 tax forms.
- Copy of three current, consecutive pay stubs.
- Proof of additional income/ savings (stocks, bonds, savings, etc...)
- Copy of most recent bank statement