



LICENSED REAL ESTATE BROKER
347 FIFTH AVENUE, SUITE 1201
NEW YORK, NY 10016
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LIST OF REQUIRED DOCUMENTATION

The following documentation is required from EACH PROSPECTIVE TENANT AND FROM EACH PROSPECTIVE GUARANTOR in connection with applying for an apartment:

- \$100.00 application fee (CASH) per application (Note: each tenant and each guarantor is *separate*; i.e., one tenant and one guarantor = \$200.00 total, two tenants and two guarantors = \$400.00 total, etc.)
- Letter from current employer on company letterhead verifying: (1) term of employment, (2) position, (3) salary and (4) bonuses, if any
- Two (2) most recent pay stubs
- Letter of reference from current landlord.
- First two (2) pages of 2017 form 1040 and 2017 form W-2
- Two (2) most recent bank statements; (full statements, not just cover page)
- Current/valid government-issued photo identification (driver's license, passport, etc.)
- *Original* copy of executed, notarized Guaranty of Lease (for Guaranty of Lease only)