UPTON
REALTY GROUP
Estate Agents & Property Stewards

Looking for a Rental? Be Prepared for Best Results!

When it comes to New York City apartment rentals, those who come prepared have the most success finding and renting their perfect new home. To optimize your chances for success, come to your apartment viewing appointments with an envelope containing the pertinent documentation. The documents usually required for each applicant and each guarantor (if necessary) include:

Employed:
- Letter of employment on company letter head
- Two most recent bank statements
- Two most recent pay stubs
- Top 2 pages of most recent 1040 tax returns
- Landlord reference letter
- Photo Copy ID (Passport or drivers license)

Self-Employed:
- Verified letter of your annual income
- Top 2 pages of most recent 1040 or 1099 tax returns
- Two most recent bank statements
- Reference letter from landlord
- Photo Copy ID (Passport or drivers license)

Student:
- Student ID
- Student Schedule
- Guarantor who makes 80 to 100 times the monthly rent
- Letter of employment on company letter head
- Two most recent bank statements
- Two most recent pay stubs
- Top 2 pages of most recent 1040 tax returns
- Landlord reference letter

Guarantor:
- Letter of employment on a company letter head
- Top 2 pages of most recent 1040 tax returns
- Two most recent bank statements
- Two most recent pay stubs
- If needed, Landlord reference letter
- Photo Copy ID (Passport or drivers license)