



## 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:

### Completed Rental Application

*Varies by management.*

### Government Issued Photo Identification

*Passport, drivers license.*

### Letter of Employment

*Verifying length of employment, letter head, job description, position and total annual compensation. If self employed, a CPA letter is required.*

### Bank Statements

*Two most recent, both checking and savings. Account with the most amount.*

### Pay Stub

*Two most recent.*

### Tax Return

*Last two years, first two pages and signature pages only.*

### W-2

*Last two years.*

### Good Faith Deposit

*Generally \$1000 or one month's rent, varies by management. Refundable if the application gets rejected.*

### Application Fee

*\$150 per person, varies by management.*