

# Application Checklist Document

From All Applicants:

- Please Sign [NYC Disclosure Form for Landlord and Tenant \(Landlord Agent\)](#).
  - Clear color copy of government issued photo ID.
  - Past 2 years of tax returns (first 2 pages only, summary and signature page).
  - Two most recent bank statements for both checking & savings accounts (summary pages only).
  - Proof of Income (Circle one of the following)
    - Letter of Employment on company letterhead stating position, length of employment, salary & bonus potential with contact information and signature from HR representative or supervisor
    - or**
    - Offer Letter (if new hire): Recently dated (no more than 1 month old) stating start date, position, salary & bonus potential. Must be signed by both parties (applicant and employer)
    - or**
    - CPA letter (if self-employed): stating name of company/individual, nature of business, and income for previous year, signed by CPA.
    - or**
  - For Students: Proof of Enrollment: Proof of tuition payment or current/upcoming semester class schedule
  - Two most recent pay stubs
  - Landlord Reference Letter
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From All Guarantors:

- Please Sign [NYC Disclosure Form for Landlord and Tenant \(Landlord Agent\)](#).
  - Clear color copy of government issued photo ID.
  - Past 2 years of tax returns (first 2 pages only, summary and signature page).
  - Two most recent bank statements for both checking & savings accounts (summary pages only).
  - Proof of Income (One of the following.)
    - Letter of Employment on company letterhead stating position, length of employment, salary & bonus potential with contact information and signature from HR representative or supervisor
    - or**
    - CPA letter (if self-employed): stating name of company/individual, nature of business, and income for previous year, signed by CPA.
  - Two most recent pay stubs
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The above requirements do not apply if you have rental vouchers or other similar rental assistance that meet or exceed the rental price. Please note that some Landlords only accept completed applications. Contact me if you have any questions.



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