Application Checklist Document

From All Applicants:

Submit one PDF in checklist sequence only. No other documents.

- ☐ Please Sign NYC Disclosure Form for Landlord and Tenant (Landlord Agent)
- ☐ Complete online application using this link or scan the QR code at the bottom right of the page.
- ☐ Clear color copy of government-issued photo ID.
- ☐ 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 the name of company/individual, nature of business, and income for the previous year, signed by CPA.
- ☐ Two most recent pay stubs
- ☐ **One** most recent bank statements for both checking & savings accounts (summary pages only).
- ☐ Last year of tax returns (first 2 pages only, summary and signature page).
- ☐ Landlord Reference Letter

From All Guarantors:

- ☐ Please Sign NYC Disclosure Form for Landlord and Tenant (Landlord Agent)
- ☐ Clear color copy of government issued photo ID.
- ☐ 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
- ☐ **One** most recent bank statements for both checking & savings accounts (summary pages only).
- ☐ Last year of tax returns (first 2 pages only, summary and signature page).

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.



corcoran

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Scan the code for Application

Click here for Application via Link