



Applicant Instructions

1. Please submit one completed and signed application per applicant. Each application is subject to a \$20.00 application fee payable to the building entity. The application fee will be waived if the applicant provides a copy of a valid credit report issued with the past 30 days. Please note that we do not accept cash or personal checks. Payment can be made online via provided application link or if providing physical payment then certified checks, bank checks and money orders are **the only** acceptable forms of physical payment of the application fee.
2. **Applicant Qualifications:**
Applicants must have a combined annual income of 40 times (40x) the monthly rent or greater. If the applicant does not meet the requirement, A&E, at its sole discretion, may require a guarantor. The guarantor income requirement is 80 times the monthly rent or greater and must provide all the documents listed below with the exception of items (i) to (m). Applicants must have good credit. This includes no judgments, liens, or foreclosures. Collection matters must be satisfied and proofs submitted.
3. Please attach a copy of the following documents to your application in the same order given (no originals):
 - a) Completed and signed application form
 - b) Valid government-issued photo ID (can be passport)
 - c) Social Security Card (blocked out/redacted social security number will not be accepted)
 - d) Most recent signed/filed Federal Income Tax Return (blocked out/redacted social security number will not be accepted)
 - e) Three most recent consecutive paystubs
 - f) Employment Verification Letter from the applicant's current employer. Must include the date of hire, current position, and annual salary
 - g) Most recent detailed bank statement. Must show full name, account number, balance and direct deposits (if applicable)
 - h) Credit/Background Report
 - i) Most recent utility bill for current residence (e.g. ConEd, Verizon, Spectrum). Must show name, address, balance due, and amount past due (if any).
 - j) Three most recent rent bills for current residence
 - k) Landlord Verification Letter confirming current tenancy and good-standing status
 - l) If applicable, picture of pet (cats/dogs allowed up to 35 lbs.), veterinarian/vaccination report, and NYC registration
 - m) Completed application form for all household members of 18 years or older
4. **Applicants with Government-Provided Rental Assistance**
 - A&E accepts all forms of government-provided rental assistance including but not limited to Section 8, LINC, FEPS, SOTA, HRA or any form of public assistance.
 - Applicants with government-provided rental assistance are not required to verify their income and therefore are not required to submit items (d) through (g) above or provide income information on the application form.
 - Applicants with government-provided rental assistance will not be required to secure a guarantor
 - A credit report for applicants with government-provided rental assistance may be generated only where the assistance does not cover 100% of the monthly rent.

Applications will not be processed or considered by A&E until all required documentation has been submitted for each applicant. If a piece of required documentation is missing, please provide a written explanation for its absence. Please submit the complete application to Leasing@ae-re.com.

A&E is an equal opportunity housing provider and does not discriminate on the basis of any of the following actual or perceived statuses: age, race, color, creed/religion, national origin, gender, source of income, occupation, immigration status, presence of children, status as a victim of domestic violence/sexual violence/stalking, gender identity, disability, pregnancy, sexual orientation, marital or partnership status

