

# General Required Paperwork for Applicants

## What to Prepare:

Apartments rent quickly in New York City, and having your documents in order will help you act quickly when you've found the right place. Make sure you have the following at the ready before you start looking:

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### if you are employed:

- Letter of employment on company letterhead; the letter must include hire date, title, base salary, and bonus if applicable
- Top 2 pages of most recent 1040 tax returns
- Balance page of 3 most recent bank statement
- 2 most recent pay stubs
- If needed, landlord reference letter on company letterhead
- If you own your property, a mortgage statement or the deed
- Enlarged copy of photo
- Must make 35-40x the rent

### if you are a student:

- Guarantor who makes 80 to 100x's the monthly rent in annual income, if you are not employed.
- State or federal issued ID and student ID
- Letter of employment on company letterhead; the letter must include hire date, title, base salary, and bonus if applicable
- Top 2 pages of most recent 1040 tax returns
- Balance page of most recent bank statement
- 2 most recent pay stubs
- If needed, landlord reference letter on company letterhead

### if you are self-employed:

- Letter from your CPA or accountant verifying your annual income
- Top 2 pages of most recent 1040 or 1099 tax returns
- Balance page of most recent bank statement
- If needed, landlord reference letter on company letterhead
- If you own your property, a mortgage statement or the deed
- Enlarged copy of photo ID (155%)

### if you are a guarantor:

- Letter of employment on company letterhead; the letter must include hire date, title, base salary, and bonus if applicable
- top 2 pages of most recent 1040 tax returns
- Balance page of most recent bank statement
- 2 most recent pay stubs
- If needed, landlord reference letter on company letterhead
- If you own your property, a mortgage statement or the deed
- Enlarged copy of photo ID (155%)

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