



## **Process for Renting an Apartment in NYC**

*Necessary Documentation: Tenant/Guarantor to provide when agent/self is preparing the application.*

- Government issued photo ID
- Employment letter typed on company letterhead with the following information: position, salary (including bonuses), and length of employment. Your letter should be signed by your superior or HR/Human Resource Department
- Two most recent bank statements
- Two most recent paystubs copy
- Two years of tax returns, if self-employed
- 1099 or W-2 or income statement from a CPA, if self-employed
- Proof of any additional income or assets
- Names, addresses, phone numbers of previous landlords
- Names, addresses, phone numbers of personal and business references
- Student or not employed, you can use a guarantor who will have to provide above documents
- Student registrar bill/ class list, if a student enrolled in NYC colleges

### **Financial Requirements:**

- You must earn a minimum of **40x** the rent to qualify for renting an apartment in NYC
- Guarantors must earn a minimum of **80x** the rent to qualify as a guarantor
- To process an application, we must provide the landlord with good faith deposit equal to one month of rent

### **Acceptable Forms of Payment are:**

- Debit card
- Wire transfers (**ask sales associate for information**)
- Certified checks payable to: 233 West 125th Street Danforth, LLC
- Money orders payable to: 233 West 125th Street Danforth, LLC