

Rental Checklist

Management companies and landlords throughout NYC require a comprehensive list of documents in order to process a prospective renter's application. Due to the fast paced rental market in Manhattan, prospective tenants are strongly urged to amass these documents as quickly as possible in order to ensure their ability to procure a specific apartment.

The following is a list of paperwork which is required by many landlords in New York City:

- _____ A letter of employment stating position, length of employment and gross annual income which should be placed on your company's letterhead. If self employed, letter from a CPA.
- _____ A copy of your most recent tax returns and/or W-2 form.
- _____ A copy of your most recent pay stubs.
- _____ A copy of a valid driver's license or passport.
- _____ A copy of your most recent checking and/or savings bank statements.
- _____ A letter of reference from your current landlord.

Certified checks made payable to the management company for rent and security deposit.