

## What you will need to accompany your application:

- 1. Photo ID**  
Copy of passport, Driver License or other personal official photo identification.
- 2. Application Information**  
Official names, phone numbers, address of employer, Bankers, Last Landlord Contacts ( and letter from them if possible), Social Reference Letters and Guarantors (if applicable), Emergency Contacts
- 3. Employer Verification Letter**  
On a company letterhead, signed by your supervisor and stating compensation (salary, guaranteed bonus, overtime), your title, length of employment or start date and housing allowance (if any)
- 4. Two-Three last pay stubs**
- 5. Two top pages of Last Year Tax Return or W-2 form**
- 6. Two recent months Bank Statements**
- 7. Utility bill (to verify current address)**
- 8. Funds**  
Application fee, Credit/Background check fee, Move in/out deposit. (amount vary from building to building)

## At lease signing you will need to bring:

- 9. Funds**  
First month rent, Security deposit, Brokerage fee

Rent, Security and Brokerage Fee are due in the form of certified (bank) checks, money order or cash.

If you do not have in Account established in USA, you may choose to bring travelers checks or arrange to have funds wired to an appropriate account here in New York.