



Thank you for working with Christopher Michael Real Estate “CMRE NYC”

Mailing Address: 144 N 7th St #231 | Brooklyn, NY 11249

RENTALCHECKLIST

Here are the next steps to finding your new home! At times the application process might seem stressful or rushed, but this is only to ensure that you are approved as quickly as possible!

At CMRE NYC, we see you as an individual, and will work with you to make you the perfect candidate for your future landlord.

Below you will find the required information to help make you the most qualified applicant and to expedite the approval process for your apartment.

Monthly income requirements for Applicants must achieve or exceed 40x the monthly rent otherwise Guarantors can be used who must achieve or exceed 80x the monthly rent. Applicants can combine income, Guarantors can combine income however applicant and guarantor income cannot be combined.

In some cases additional security and/or prepaid rent will be accepted if income and/or credit requirements cannot be met.

Applicants:

Please send the following as soon as possible

1. Completed and signed Rental Application (please find in attachment).
2. Clear copy of photo ID.
3. Two most recent pay stubs showing YTD;
4. An official letter of employment stating estimated salary, term with company and contain a signature with contact information of supervisor.
5. Two most recent bank statements (checking and savings if applicable) that display your beginning and ending balance, deposits and withdrawals. Any additional assets you show will strengthen your application (i.e. investment accounts, rental income, etc.).
6. Tax return (1040's)
7. Three most recent consecutive canceled rent checks or a current landlord reference letter (if applicable).

Students:

Please send the following as soon as possible

1. Completed and signed Rental Application
2. Clear copy of photo ID.
3. Current enrollment documents and financial aid/scholarship awards (if applicable).
4. Two most recent bank statements (checking and savings if applicable) that display your beginning and ending balance, deposits and withdrawals. Any additional assets you show will strengthen your application (i.e. investment accounts, rental income, etc.).
5. Three most recent consecutive canceled rent checks or a current landlord reference letter (if applicable).

Guarantors (Co-signers):

Please send the following as soon as possible

1. Completed and signed Guarantor Application and Guarantor Agreement. We must have the Guarantor's SSN in order to run a background/credit check. Under no circumstances will we be able to use an outside credit report.
2. Clear copy of photo ID.
3. Two most recent pay stubs showing YTD.
4. Official letter of employment or CPA letter if self-employed stating total income, estimated salary or net worth, term with company, position held and contain a signature with contact information of supervisor, HR or CPA.
5. Two most recent bank statements (checking and savings if applicable) that display beginning and ending balances, deposits and withdrawals. Any additional assets you can show will strengthen your application (i.e.: investments accounts, rental income, etc.).
6. Tax return (1040's) from previous year

Once All Documents Are Received:

Management will send you a confirmation email keeping you updated. Unless we are able to approve the application in-house, we immediately start the dialogue with building management or ownership upon starting the application process. This means all applicant(s) and guarantor(s) application files with supporting documents need to be completed in order to present to ensure a successful negotiation and approval. The longer it takes the harder it becomes, so please be mindful of how time sensitive this process is!

Create an account at cmrenyc.com for real time updates.

The review process usually takes 1-3 business days but in some cases takes longer.

If you are approved; A congratulations letter will be emailed to all applicants at which point a lease signing will be scheduled and must be conducted within 48 hours of approval. Landlords reserve the right to rescind an approval if leases aren't signed within 48 hours.

For your convenience we can arrange an electronic lease signing through DocuSign when allowed or overnight leases to you anywhere in the United States.

A NEW WAY TO REAL ESTATE