

REQUIRED APPLICATION DOCUMENTATION & FUNDS

To ensure your apartment application is processed as quickly and easily as possible, please be ready to produce all of the following documentation:

1. **Forms:** For **each** Tenant and Guarantor – Each must apply online separately
2. **Photo identification:** Legible copy of one form of government issued photo ID (e.g. drivers license, passport);
3. **Proof of Income** –
 - A) Tenants must collectively establish verifiable present and anticipated future annual w-2 salary equal to at least 40times the monthly rent; or if non W-2 income, then 2 years annual net personal income equal to 50x's the monthly rent;
 - B) In lieu of sufficient Tenant income, we will consider a qualified guarantor(s). A qualified guarantor is one who lives or works in the tri-state area, has good clean credit and verifiable, non-retirement annual income of the greater of i- \$80,000.00 orii- 80x's the shortfall of the Tenants' income. No Guarantor with annual income of less than \$100,000 will be considered.
 - C) Full time students must provide proof of current school enrollment.

Acceptable proof of income is **one** of the following:

- a. Most recent W2; **or**
 - b. Most recent personal federal tax return of the individual (not a company even if wholly owned) (front and signature pageonly with at least one 1099); **or**
 - c. 2 pay stubs showing current pay and year to date totals; **or**
 - d. Signed letter from HR Dept of current employer on company letterhead stating position, salary and length of employment (n/a for self employed individuals or employers whose business operations are not publicly verifiable); **or**
 - e. If self-employed with net worth over \$1,000,000 a signed letter from personal accountant (not tax preparer) stating the individual's net worth **and** annual net income based upon personal knowledge and review of relevant documents.
4. **Proof of Leasing Funds:** Copies of 2 months unredacted bank or financial institution statements showing presence of funds forinitial rental of Apartment including 1st months rent, security deposit and broker fee if any;
 5. **Current Landlord Reference Letter:** Must be on company letterhead, dated and signed, addressed to this firm, contain the name, title and phone number of the person signing, and must set forth the address of the leased premises, name(s) of all tenantsunder such lease; beginning and end of tenancy and payment history and whether there were any disputes concerning rent or conditions of the tenancy.
 6. **Funds:** The following funds are required upon application:
A. Application Fee: Payment on line together with the application \$20 per person for each tenant and each guarantor to be considered in connection with the application (or provide a full, complete, unredacted, detailed, unmodified credit report showing date within prior 60 days showing all accounts and FICO score); and

Thanks for your business. We look forward to helping you find your next apartment.

