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### Required Information for Apartment Rentals

* Signed RC REALTY GROUP OF NEW YORK INC. Rental Application and Credit Check Form, along with a non-refundable payment of $50.00 per person. This credit check payment must be made in cash or by money order. Each person occupying the apartment must undergo a credit check. Additionally, if guarantors are involved, each guarantor will have to pay for a credit check. There are no exceptions.
* At times, there will be the requirement for an “additional background/criminal check” (depending on the landlord), in which case a $25.00 per person (non-refundable fee) would also be payable to RC REALTY GROUP OF NEW YORK INC., in the same manner.
* Last two (2) years of tax returns of each person to occupy the apartment.
* Three months’ copies of recent pay stubs; if pay-stubs are not available, then a “hire letter” from the firm where you are to commence work, stating your intended salary and bonus on company letterhead, signed by a manager, VP or HR person.
* Three months’ copies of recent bank statements.
* Three months’ copies of your latest rent checks and/or a landlord letter stating that you are a tenant in good standing and that your rent has been paid in a timely manner during the length of your previous lease. If you are a student coming out of school, this element is waived, but will be required to be provided by your guarantor.
* Two letters of reference, one personal, and one professional from either an employer, or work associate or colleague, or trade association you are affiliated with.
* Copies of any asset statements, (401K’s), brokerage accounts, along with copies of any other asset statements (i.e., real estate holdings etc).
* Photocopy of your driver’s license and social security card. Resident aliens will be required to provide a copy of their passport along with a copy of their resident visa and/or Green Card
* If the building has a pet policy, a photo of your cat or dog will be required.
* Additionally, guarantors will be required to provide copies of last three months rent or mortgage payments in and/or real estate holdings in addition to the above elements.
* Out of tri-state area (NY, NJ or CT) guarantor’s area allowed contingent on building, landlord/managing agent. Not all New York landlords accept out of tri-state area guarantors.

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