260 West 91st street, SUITE #1A,

NEW YORK, NEW YORK 10024

T: (646) 780-1856

F: (646) 813-1497

EMAIL: rcrealtynyc@gmail.com

WEBSITE: [WWW.RCREALTY.NYC](http://www.rcrealty.nyc/)

**Rental Check Off List**

1. File Folder with Property Address in Front of Folder not clients Name ( )
2. Customer Information Sheet ( )
3. Rental Application / Credit Check ( )
4. Copy of the Credit Check Receipt ( )
5. Proof of Income ( )
6. Copy of Photo ID ( )
7. Copy of Social Security ( )
8. Deal Sheet Form Completely filled out with dates ( )
9. Copy of Signed Lease ( )
10. Copy of Signed Disclosure Form ( )
11. Tenant’s Signed Lead Paint & Window Guard Forms ( )
12. Independent Commission Statement ( )

AFTER EVERYTHING IS FILLED OUT COMPETELYOU THEN GIVE THE FOLDER TO THE ASSISTANT ADMINISTRATION FOR PAYMENT