



## **Requirements to Rent an Apartment with a Coop or Condo Package (Cooperative and Condominium and Rental Buildings)**

- **Signed RC Elite Real Estate Ltd. Rental Application Form, along with additional forms and must undergo a credit check. Additionally, if guarantors are involved, each guarantor will have a credit check. No exceptions. The credit check and all additional forms will be handled through the building Service Coordinator**
- **At times, there will be the requirement of “additional background/criminal check” (depending on the landlord),**
- **Requirements to Rent an Apartment with a Board Package or rental application.**
- **(Cooperative and Condominium or Rental Building)**
- **Signed RC Elite Real Estate Ltd. Rental Application Form, along with additional fee requirements and must undergo a credit check. Additionally, if guarantors are involved, each guarantor will have to do a credit check. No exceptions.**
- **At times, there will be the requirement of “additional background/criminal check” (depending on the landlord),**
- **RC Elite Real Estate Ltd•**
- **Submit a typed Coop Sublet Board Package or Condo or Building Rental Package.**
- **The required number of Board package copies submitted to the co-op/condo depends on the number of Board members per building and all packages must be typewritten and collated.**
- **Last two (2) years of federal tax returns and W2 for each person who will occupy the apartment.**
- **Copies of recent pay stubs for the last two months; 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 or HR person. If self-employed, a notarized letter from an accountant certifying your income.**
- **Most recent bank statements for the last two (2) months for checking and savings. and that your rent has been paid in a timely manner during the**
- **Landlord letter stating that you are a tenant in good standing length of your lease and/or copies of your latest rent checks for the last two months. If you are a student coming out of school, this element is waived, but will be required by your guarantor to be provided.**
- **If you are a college student, we need a letter from the college stating attendance information.**

- **Statement of Condition (see attached)**
- **The number of reference and business letter(s) varies per Cooperative and Condominium.**
- **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 all above elements. Out of tri-state area (NY, NJ or CT) guarantors are allowed contingent on the building's managing agent. Not all New York Management Companies accept out of tri-state area guarantors with the documentation.**
- **Please note requirements vary per building.**
- **Submit a typed Coop Sublet Board Package or Condo Rental Package**
- **The required number of Board package copies submitted to the co-op/condo depends on the number of Board members per building and all packages must be typewritten and collated. Normally for rental buildings one application.**
- **Last two (2) years of federal tax returns and W2 for each person who will occupy the apartment.**
- **Copies of recent pay stubs for the last two months; 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 or HR person. If self-employed, a notarized letter from an accountant certifying your income.**
- **Most recent bank statements for the last three (3) months for checking and savings.**
- **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 lease and/or copies of your latest rent checks for the last two months. If you are a college student, we need a letter from the college stating attendance information.**
- **Out of tri-state area (NY, NJ or CT) guarantors are allowed contingent on the building's managing agent. Not all New York Management Companies accept out of tri-state area guarantors.**

#### **Required Information for Apartment Rentals**

- **Signed RC Elite Real Estate Ltd• Rental Application and Credit Check Form,**
- **Guarantors are involved, each guarantor will have a credit check. There are no exceptions.**

- **There will, at times, be the requirement for an “additional background/criminal check” (depending on the landlord), 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.**