



## **General Required Documents for Rental Application NYC**

### **If you are employed:**

- Must make 40x the rent
- Letter of employment on company letterhead: include hire date, title, base salary, bonus if applicable
- Top 2 pages of most recent 1040 tax returns
- Balance page of last 2 months bank statement
- Most recent pay stubs (one month)
- If required Landlord reference letter on letterhead
- If you own property, a mortgage statement or deed
- Enlarged copy of photo ID (155%)
- If required personal reference letter with referral contact information and signed

### **If you are self-employed:**

- Must make 40x the rent
- CPA or accountant letter verifying annual income
- Top 2 pages of most recent 1040 or 1099 tax returns
- Balance page of last 2 months bank statements
- If required Landlord reference letter on letterhead
- If you own property, a mortgage statement or deed
- Enlarged copy of photo ID (155%)
- If required personal reference letter with referral contact information and signed

### **If you are a guarantor:**

- Must make 80x the rent
- Letter of employment on company letterhead: include hire date, title, base salary, bonus if applicable
- Balance page of last 2 months bank statement
- Most recent pay stubs (one month)
- If required Landlord reference letter on letterhead
- If you own property, a mortgage statement or deed
- Enlarged copy of photo ID (155%)
- If required personal reference letter with referral contact information and signed