



Looking for a Rental? Be Prepared for Best Results!

As a general rule, people who prepare in advance have the most success and the easiest time finding their apartment. Whether you are applying for an apartment in a rental, co-op or condo building, you will most likely need the following documents, which you should bring with you in an envelope to any apartment viewings.

- Completed Rental Application**
Varies by management
- Government Issued Photo Identification**
Passport, state ID or drivers license
- Letter of Employment**
Verifying length of employment, position and total compensation. If self employed, a CPA letter is needed.
- Bank Statements**
most recent, both checking and savings
- Pay Stub**
Three most recent
- Tax Return**
Last two years, first two pages only
- W-2**
Last two years
- Good Faith Deposit**
generally \$1000 or one month's rent, varies by management
- Application Fee**
generally \$100 per person, varies by management