



# **The Tenant Application Process**

# How To Vet Tenants

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Vetting potential tenants is a crucial part of working as a rental agent. Here are a few things you'll need to remember:



Collect all required documents (reference the following page for a list of those documents).



The tenant's credit score should be above 700, though some landlords may accept 680.



The tenant should make 40x the rent, guarantors should make 80x the rent.

# Documents To Collects From Tenants

- ❑ 3 most recent bank statements (Checking + Savings)
- ❑ W2's
- ❑ First 2 pages of tax returns
- ❑ 3 most recent pay stubs
- ❑ Copy of ID
- ❑ Employment letter
- ❑ Proof that they earn 40x the rent

If using a guarantor, provide all the above documentation from the guarantor.



# Application Process

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The New York City rental market is **competitive**, so we must help our clients through applying being approved for an apartment. The first step is to take an apartment “off the market” to ensure that our client is **first in line for the property**. Find out what you can do to secure the apartment for your client. This requires:



The application



Application fee



All supporting documents



A deposit



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