

PROCESS FOR RENTING AN APARTMENT IN NYC

Necessary Documentation:	
Tenant/Guarantor to provide when agent is preparing the application.	
	Government issued photo id
	Employment letter typed on company letterhead with the following information:
	position, salary (including bonuses), and length of employment. Your letter should be
	signed by your superior or hr department
	Two most recent bank statements
	Two most recent paystubs copy
	Two years of tax returns
	1099 or W-2 or income statement from a CPA, if self-employed
	Proof of any additional income or assets
	Names, addresses, phone numbers of previous landlords
	Names, addresses, phone numbers of personal and business references
	Student or not employed, you can use a guarantor who will have to provide above
	documents
	Student registrar bill/ class list, if a student enrolled in NYC colleges
Financial Requirements:	
	You must earn a minimum of 40x the rent to qualify for renting an apartment in NYC
	Guarantors must earn a minimum of 80x the rent to qualify as a guarantor
	To process an application, we must provide the landlord with good faith deposit
	equal to one month of rent
Acceptable Forms of Payment are:	
	Certified checks payable to: SPiRALNY
	Money orders payable to: SPiRALNY