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