

## Rental Requirements Form

Apartment Number: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

### Requirements of a Prospective Tenant:

- \_\_\_\_\_ Fully completed application
- \_\_\_\_\_ Letter of employment on a company letterhead stating salary, position & length of employment
- \_\_\_\_\_ Three most recent consecutive pay stubs
- \_\_\_\_\_ Two recent bank statements.
- \_\_\_\_\_ 2014 & 2015 Tax returns (first two pages)
- \_\_\_\_\_ Additional proof of income (i.e. trust funds, stocks, bonds, accountant's letter, etc.)
- \_\_\_\_\_ Letter of reference from previous landlord
- \_\_\_\_\_ Photo I.D.

### Requirements of a Prospective Guarantor:

- \_\_\_\_\_ Fully completed application
- \_\_\_\_\_ Letter of employment on a company letterhead stating salary, position & length of employment
- \_\_\_\_\_ 2014 & 2015 Tax returns (first two pages, including signature page)
- \_\_\_\_\_ Two recent bank statements
- \_\_\_\_\_ Additional proof of income (i.e. mutual funds, stocks, bonds, accountant's letter, etc.)
- \_\_\_\_\_ Photo I.D.

### In addition to the aforementioned requirements please bring the following payments

APPLICATION PROCESS FEE	\$ _____	PAYABLE TO: _____
FIRST MONTHS RENT	\$ _____	PAYABLE TO: _____
SECURITY DEPOSIT	\$ _____	PAYABLE TO: _____
BROKERAGE COMMISSION	\$ _____	PAYABLE TO: <u>(depends on the brokerage companies involved)</u>