



Most Common Requirements for Rental Applications

1. Certified Check for the amount of one month's rent that will act as a GOOD-FAITH DEPOSIT. This shows the landlord that you and your client are serious and may help take the apartment off the market. This check is generally non-refundable unless not approved by landlord, and is later applied towards the transaction (it may be applied towards the first month's rent, the last month's rent, the security deposit, or the Broker's fee, amongst others.) This is not always a requirement, so we encourage you to check with a Landlord's representative first.
2. Complete Application (Generally 1 person per application). This requirement commonly has a "Processing Fee" of around \$100USD per person on Rental Buildings.
3. Government Issued Photo ID (Non-US Citizen needs to provide Passport and Visa)
4. Two most recent Bank Statements
5. Landlord reference letter. (not always required, but preferred)

Plus PICK ONE OF THE FOLLOWING CATEGORIES:

Employed:

1. 2 most recent pay stubs
2. Letter of employment needs to be on company letterhead, signed by Manager or HR with their contact info, stating length of employment, position and base annual salary. It cannot be dated more than 30 days prior to the application date.

New Hire (hasn't started yet):

1. Signed offer letter (all pages) plus
2. Forward a recent confirmation email from company after acceptance.

Self-Employed / Retired:

1. First 2 pages of the last two years 1040 tax returns. If extended, then provide the extension page.
2. CPA letter confirming gross income from 1040's. If income is joint, the CPA will need to describe how much of the joint income was produced by the applicant.



Student:

Proof of school enrollment. (Student ID Preferred)
Screenshot of your current term schedule

Important:

- Requirements vary between each Landlord/Building. If the building your client is interested in is a Condominium Building or a Co-op, the documentation needed and the costs associated may greatly change, so please contact their representative to learn more. These general guidelines apply mostly to Rental Buildings in Manhattan.
- Replay Listings cannot guarantee the accuracy of the information provided here, so we strongly encourage you to speak with a Landlord's representative or your Manager to verify the requirements for each specific apartment.