



9300 Realty Management, Inc.

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REQUIREMENTS TO COMPLETE LEASE PACKAGE

All documents listed must be received within 5 calendar days of initial deposit. If additional time is required, please inform your agent and/or company management when the delayed items can be expected.

For the Applicant(s):

Application Fee of \$13 per US Applicant; \$20 per International Applicant (Canadians only)

Completed Application Form

Most recent Federal Tax Return, W-2

Job Offer Letter or Letter of Employment (containing start date, job title and salary)

Transcript (Students or recently graduated but not yet employed)

(3) Most recent Pay Stubs

Landlord reference letter w/ contact info or 6 months' proof of rent payment / proof of home ownership

Most recent **Checking Account** statement showing revolving balance

Current Government Issued Photo ID

Note: The tenant(s) must have combined verifiable income of 40X the rent or greater (cannot be combined with Guarantor Income.) Assets are not factored into qualifications. Incomes are combined if need be. All tenants must have been with their current employer for a minimum of six months. All must have good credit (we run all credit reports and are the sole judges of the report.) Failure to qualify on any of these items will require the use of a fully qualified guarantor. Funds to be applied to the Lease equaling first month's rent and security deposit are required. All funds must be remitted in the name(s) of an individual who is a party to the Lease.

For the Guarantor(s):

Application Fee of \$13 per US Guarantor; \$20 per International Guarantor (Canadians only)

Completed Application Form

Most recent Federal Tax Return, W-2

Current Government Issued Photo ID

Signed and Notarized Guarantor Form

Note: The guarantor(s) must have combined verifiable income of 60X the rent or greater (cannot be combined with Tenant income,) as well as good credit (we run all credit reports and are the sole judges of the report.) Assets are not factored into qualifications. The maximum number of guarantors for a Lease may not exceed the number of tenants. Guarantors must reside in North America.

If a tenant cannot satisfy any of the above, their agent should relay any concerns to management immediately. Alternative approaches may then be explored.

Documents may be faxed to our office at 212-529-7603 or scanned/emailed to your agent.