

CREED REALTY GROUP
LICENSED REAL ESTATE BROKER
347 FIFTH AVENUE, SUITE 1200
NEW YORK, NY 10016
TEL: (212) 947-5656, ext. 260 | FAX: (212) 947-4567

LIST OF REQUIRED DOCUMENTATION (2024)

The following documentation is required from EACH PROSPECTIVE TENANT AND FROM EACH PROSPECTIVE GUARANTOR in connection with applying for an apartment:

- \$20.00 application fee per application (Note: each tenant and each guarantor is *separate*; i.e., one tenant and one guarantor = \$40.00 total, two tenants and two guarantors = \$80.00 total, etc.)
- Letter from current employer on company letterhead verifying: (1) term of employment, (2) position, (3) salary and (4) bonuses, if any
- Two (2) most recent pay stubs
- Letter of reference from current landlord
- First two (2) pages of 2023 form 1040 and 2023 form W-2
- Two (2) most recent bank and investment statements; (full statements, not just cover page)
- Current/valid government-issued photo identification (driver's license, passport, etc.)

Additional documents requested as needed / necessary and shall be furnished upon request