

# Apartment Application: Requirements and Checklist

## REQUIREMENTS

- \$20.00 Credit Check Fee (non-refundable) per applicant
- Income requirements (must meet ONE of the following):
  - ONE applicant must earn 40 times the monthly rent annually exclusive of any commission, bonus or investment gains; *or*
  - Have a domestic guarantor who earns at least 70 times the monthly rent; *or*
  - Use [Insurent Lease Guaranty](#) or [The Guarantors](#)

**Once you submit your application online using the building link on the Apply Now page, you will receive an email with a link to upload the following files to an online portal.**

- Copy of a government-issued photo identification
- Copy of your most recent checking and savings bank statements
- Letter from your current employer stating salary, position, and employment start date (or a copy of a signed and dated offer letter on your employer's letterhead)
  - If you are self-employed, we require a notarized letter from your accountant on your accountant's letterhead stating yearly earnings for the last two years.
- Copies of your two most recent pay stubs
- Tax documents (must submit one of the following):
  - 2020 tax return, W2 and 1099's, *or*
  - 2019 tax return, W2 and 1099's *AND* 2020 W2 and 1099's
- Letter from your current landlord
- Copies of your two most recent rent or mortgage statements or cancelled rent checks

Only applications that are complete, containing all of the above documentation and the Credit Check Fee(s), will be considered. Please allow up to three (3) business days for applications to be processed. Once considered and approved, all leases must be signed within three (3) business days. Management will continue to market and show an apartment until a lease is signed.

If you have any questions, please email Samantha at [leasing@lclcmle.com](mailto:leasing@lclcmle.com).

## Brokers

All broker applications must be completed in the broker's office prior to submitting to our office (please submit all paperwork in order and only when complete). Once an application is considered and approved, our leasing department will contact you to schedule an interview with the applicant, typically within three days of receiving a completed application. Lease signings take place in the broker's office. Brokers must submit a copy of the New York State Disclosure Form for Landlord and Tenant DOS-1735-a (revised 12/10 form) or the application will not be considered.

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