



## PROCEDURE FOR RENTING

Thank you for your interest in *MANHATTAN PARK ON ROOSEVELT ISLAND*. Qualifying applications must demonstrate a total annual household income of at least **40x** the monthly rent. Guarantors must demonstrate **60x** the monthly rent and guarantors may combine incomes in order to meet this requirement. Please carefully review our application requirements to ensure a smooth process. All apartments are available on a first come first serve basis and all applications are subject to Management approval. Each applicant must provide the following information:

**EACH APPLICANT / GUARANTOR** must submit the following within two days of applying:

1. Completed **APPLICATION & AUTHORIZATION TO RELEASE RECORDS**
2. **Government-Issued Photo ID**
3. Non-refundable **APPLICATION FEE** of **\$80.00** PER APPLICANT / PER GUARANTOR and **\$38.00** PER OCCUPANT.
4. **BANK STATEMENTS** from your checking and savings or asset accounts.
5. **PROOF OF EMPLOYMENT** consisting of the following:
  - **EMPLOYMENT LETTER** on business stationary stating job title, salary, length of employment and eligibility for, and amount of any bonuses.
  - Two most recent **PAYSTUBS**

\* Note on proof of employment: if your employer uses an automated verification system (such as "The Work Number") you must obtain the receipt from this service yourself and provide it to On-Site. Such services may impose an additional fee.

**IF YOU ARE SELF-EMPLOYED**, we require the following income verification from both you AND your company:

1. Prior 2 years **TAX RETURNS** (1099, W-2)
2. **LETTER FROM YOUR CPA** verifying both incomes

**CORPORATE APPLICATIONS** must submit the following:

1. Completed **CORPORATE APPLICATIONS & AUTHORIZATION TO RELEASE RECORDS**
2. Non-refundable **APPLICATION FEE** of **\$180.00** via credit card
3. **CERTIFIED FINANCIAL STATEMENT** OR 2 years prior **CORPORATE TAX RETURNS**
4. Corporate leases must be guaranteed by an individual

**SIGNING THE LEASE** When you are notified that your application is approved, you must bring a government-issued photo ID and TWO separate CERTIFIED Checks, BANK Checks, Money Orders or Travelers Checks to the leasing office. The checks will be applied to the first month's rent and security deposits. Checks must be payable to: **ROOSEVELT ISLAND ASSOCIATES**