

GUIDELINES

The following paperwork is required in order to complete application process:

Applicant: Income requirements: 40 x the monthly rent

Employee

1. Completed Bold New York "RESIDENTIAL APARTMENT APPLICATION".
2. First two pages of your most recent tax return.
3. Current employment letter stating position held and yearly salary. Letter must be printed on a company letter head and signed.
4. 2 Current Bank statement (checking, savings, portfolio, money market).
5. 2 Most Recent Pay Stubs.
6. Copy of valid state photo id. Current passport & or driving license.
7. Landlord Reference Letter.

Self Employed

1. Completed Bold New York "RESIDENTIAL APARTMENT APPLICATION".
2. CPA letter confirming your previous years income.
3. First two pages of your most recent tax return.
4. 2 Current Bank statement (checking, savings, portfolio, money market).
5. Copy of valid state photo id. Current passport & or driving license.
6. Landlord Reference Letter.

Students - Guarantor required

1. Current Bank statements (checking and savings)*.
2. School letter - stating enrollment*.
3. Landlord reference letter*.
4. Copy of valid state photo id. Legible passport & or driving license*.
5. Landlord Reference Letter.

Guarantor: If requested must be U.S. Citizen. Income requirements: 80-100 x monthly rent.

Employee

1. Completed Bold New York "RESIDENTIAL APARTMENT APPLICATION".
2. First two pages of your most recent tax return.
3. Current employment letter stating position held and yearly salary. Letter must be printed on a company letter head and signed.
4. 2 Current bank statements (check, savings, money market).
5. 2 Most recent pay stubs.
6. Copy of valid state photo I.D. Current passport and/or drivers license.

Self Employed

1. Completed Bold New York "RESIDENTIAL APARTMENT APPLICATION".
2. CPA letter confirming your previous years income.
3. First two pages of your most recent tax return.
4. 1 Current Bank statement (checking, savings, portfolio, money market).
5. Copy of valid state photo id. Current passport & or driving license.

IF THERE IS A GUARANTOR ON THE LEASE, THE GUARANTOR MUST SIGN AND NOTARIZE INDICATED DOCUMENTS. THESE DOCUMENTS SHOULD BE FAXED TO (646)365-6162 AND ALL ORIGINALS MAILED TO BOLD NEW YORK (636 BROADWAY, SUITE 604, NY, NY 10012 - \$100.00 Cash or Check only APPLICATION fee per tenant / guarantor upon submission

