



LEASE REQUEST COVER SHEET Submitted by: \_\_\_\_\_ (Agent/Agency Name)

Address and Apt No. _____		Bedrooms _____
Applicant Name _____		Leaseholder_ _____ Guarantor _____
Soc. Security No. _____		Birth Date _____
Current Address _____		
Occupation _____		Annual Income _____
Monthly Rent \$ _____	Lease Term _____ 1 or 2 yrs.	
Lease Date: _____		Move in Date: _____
Additional Occupants: _____		

Please Compile the Entire Application in numbered Order below in ONE (1) PDF and upload your file on our Website at [www.harlempm.com](http://www.harlempm.com) under "Application Upload" and go to "Leasing / Sales" and click on "Rental Credit Check"

1. A \$100 Application / Credit Check Fee can be paid by Credit Card online at NTN's Credit Check site.
2. Driver's License and/or Picture ID (Employee or Student ID)
3. Social Security Card
4. Current Landlord Rent Invoice/Residential Ledger or other proof of current rent payments
5. Current Utility Bills for Gas and Electric or Phone
6. Current Detailed Bank Statement (most recent 2-months and must show deposits)
7. Employer Reference Letter on Company Letterhead
8. Pay Stubs (most recent 4-consecutive)
9. W2 or 1099 (most recent year-end)
10. Tax Return (most recent year-end)
11. Pets (must include a photo along with proof of vaccination and if approved there will be a \$500 pet fee due at signing)
12. Notarized Guarantor Form (if applicable request from management company)
13. For Student Applicants (student loan documentation)
  - a. Proof of matriculation (student ID, letter from registrar, transcripts, schedule, etc.)
  - b. I-20 Form (for international students)

**\*\* Some landlords may require additional documentation**