



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.harlemmpm.com under "Application Upload".

1. Credit Report (Provided by Broker –or- Agent)
2. Driver's License and/or Picture ID (Employee or Student ID)
3. Current Landlord Rent Invoice/Residential Ledger or other proof of current rent payments
4. Current Utility Bills for Gas and Electric or Phone
5. Current Detailed Bank Statement (most recent 2-months and must show deposits)
6. Employer Reference Letter on Company Letterhead
7. Pay Stubs (most recent 4-consecutive)
8. W2 or 1099 (most recent year-end)
9. Tax Return (most recent year-end)
10. Pets (must include a photo along with proof of vaccination and if approved there will be a \$500 pet fee due at signing)
11. Notarized Guarantor Form (if applicable request from management company)
12. 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**