



LICENSED REAL ESTATE BROKER

## REQUIRED PAPERWORK FOR APPLICANTS

### IF YOU ARE EMPLOYED:

- Letter of employment on company letterhead. The letter MUST include hire date, title, base salary, and bonus if applicable.
- Top 2 pages of most recent 1040 tax returns.
- Balance page of most recent bank statement.
- 2 most RECENT pay stubs.
- ~~If needed, landlord reference letter on company letterhead.~~
- ~~If you own your property, a mortgage statement or the deed.~~
- Enlarged copy of photo ID (155%)

### IF SELF-EMPLOYED:

- Letter from you CPA, or accountant verifying your annual income.
- Top 2 pages of the most recent 1040 or 1099 tax returns.
- Balance page of most recent bank statement.
- If needed, landlord reference letter on company letterhead.
- If you own your property, a mortgage statement or the deed.
- Enlarged copy of photo ID (155%)

### IF YOU ARE A STUDENT:

- Guarantor who makes 80 to 100 x's the monthly rent in annual income, if you are not employed.
- State or Federal issued ID and student ID.
- Letter of employment on company letterhead. The letter must include hire date, title, base salary, and if applicable bonus.
- Top 2 pages of the most recent 1040 tax returns.
- Balance page of most recent bank statement.
- 2 most RECENT pay stubs.
- If needed, landlord reference letter on company letterhead.

### GUARANTOR:

**NOTE: To qualify as a guarantor you must show an annual income of 80 to 100x's the monthly rent, and have excellent credit. Tri-state guarantors are preferred.**

- Letter of employment on the company letterhead. The letter MUST include hire date, title, base salary, and bonus if applicable.
- Top 2 pages of the most recent 1040 tax returns.
- Balance page of most recent bank statement.
- 2 most RECENT pay stubs.
- ~~If needed, landlord reference letter on company letterhead.~~
- ~~If you own your property, a mortgage statement or the deed.~~
- Enlarged copy of photo ID (155%)

