

ERM Realty Services, LLC
276 22nd Street
Brooklyn, NY 11215
Phone/Fax: 718-369-3489
Cell: 718-986-0396

Apartment Rental Checklist

1. Photo I.D. (Drivers License, Passport, etc.)
2. W-2 Forms (2 years)
3. Last Three Payment Stubs
4. Letter of Employment (on company letterhead, stating employer, employer address, salary; Signed)
5. Previous Year's Tax Return
6. Current Bank Statement

If you are recent graduate or undergoing financial difficulties, also provide:

7. Guarantor's Letter (Signed and Notarized)
8. Guarantor's Photo I.D.
9. Guarantor's Proof Of Income (eg., Tax return, 2 years W-2s, last 3 pay-stubs, letter of employment on company letterhead showing employer, employer address, duration of employment, salary, and title/position)

Please bring, send, or fax all information to the attention of the Elizabeth Metura.

Please bring the first month's rent (made out to ERM Realty Services, LLC) and the security deposit (one month's rent, made out to Elizabeth Metura) as money order or bank certified check to the lease signing.