



Licensed Real Estate Broker
109-10 Queens Blvd, Forest Hills, NY 11375
Tel: (917) 769-0079 Fax: (347) 561-3532
cnc-assets.com

Dear Applicant(s),

In order to process your application we will need you to provide the following documents, which can be faxed or e-mailed to our office.

Employed applicant:

1. Letter of employment signed by supervisor (state your position, salary, start date).
2. Self employed letter from CPA on letterhead stating employment and income.
3. Three(3) most recent pay stubs.
4. Most recent bank statement (including Checking & Saving accounts).
5. Last year W-2 or first two pages of your tax return.
6. Landlord reference letter.
7. Copy of state ID or driver's license.

Student applicant:

1. School schedule or transcript.
2. Most recent bank statement (including Checking & Saving accounts).
3. Landlord reference letter.
4. Copy of state ID or driver's license.

Guarantor:

1. Letter of employment signed by supervisor (state your position, salary, start date).
2. Self employed letter from CPA on letterhead stating employment and income.
3. Three(3) most recent pay stubs.
4. Most recent bank statement (including Checking & Saving accounts).
5. Last year W-2 or first two pages of your tax return.
6. Copy of state ID or driver's license.