



18 East 50th Street | New York, NY 10022 | 212.837.4800

PROCESS FOR UPGRADES / TRANSFERS

All requests for upgrade / transfers made by current or former tenants may require the following:

- **ONLINE APPLICATION**

- Completed by all new Tenant(s) and/or Guarantor(s) for the new apartment, which includes a background & credit check.
- The application fee is \$20.00 per individual

- **SUPPORTING DOCUMENTS**

- Letter of Employment on company letterhead stating:
 - Position, Annual salary and a contact to verify said employment. This document must be dated within 30 days of application submission.
- Two most recent Pay Stubs
- Most recent Bank Statement. This document must be dated within 30 days of application submission
- Copy of US Government-Issued ID or Passport

If self-employed:

- *Two most recent Tax Returns*
- *Letter from a CPA confirming filing of said Tax Returns*

Once the submitted application receives approval from the Landlord for requested terms, Tenant(s) will be required to complete all Lease forms and Riders, in addition to providing:

- **Rent:** Equivalent to One-Month (*and any pro-rated days of rent if the Lease does not start on the 1st calendar date of the month*)
- **Security:** Equivalent to One-Month
 - ***Landlord will not transfer any current security deposit held to the new apartment. Any current security held will be returned in accordance to the lease once possession of the unit is returned to the Landlord.***

PLEASE NOTE THE LANDLORD DOES NOT OFFER CONCESSIONS OR INCENTIVES TO CURRENT OR FORMER TENANTS.

**All requests for an Upgrade / Transfer are subject to final approval at the sole discretion of the Landlord.*