



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

PROCESS FOR UPGRADES / TRANSFERS

All requests for upgrades/transfers made by current or pre-existing tenants require the following:

- \$500.00 Processing Fee
- Online applications are required for all new Tenant(s) and/or Guarantor(s) for the unit, which includes a background & credit check.
 - The application fee is \$120.00 per person.
- Letter of Employment on company letterhead stating: Position, Annual Salary, and a contact to verify the employment (must be dated within 30 days)
- Two most-recent Pay Stubs
 - If self-employed, two most-recent tax returns and a letter from a CPA confirming filing of said tax returns will be accepted, in lieu of pay stubs.
- One most-recent Bank Statement
- Copy of government-issued ID

Once the completed application receives APPROVAL from the Landlord and leases are generated, Tenant(s) will be required to provide:

- 1 Month Rent for the new unit
- 1 Month Security for the new unit
- Landlord does not transfer security deposits over to the new unit, and the security held for the current unit will be returned in accordance with the lease.

PLEASE NOTE THAT LANDLORD DOES NOT OFFER CONCESSIONS OR INCENTIVES TO CURRENT OR PRE-EXISTING TENANTS.

**All requests for upgrades/transfers are subject to final approval at the sole discretion of the Landlord.*