



## Thank you for attending the 38 Sixth Open House!

Please note that availability of units is limited to Band 5 only. These include apartments with rents ranging from \$2,121 for studios to \$3,695 for 3-bedrooms.

In preparation for your interview with Pinnacle City Living, please compile the following documents. Complete and accurate documentation is critical to a timely approval decision. Please use the below as a checklist to ensure you have all your documents.

Note that **only copies** of documents will be accepted, not original documents. Also, 38 Sixth and Pinnacle City Living may request additional information, if necessary.

If you have questions on the process, please reach out to Pinnacle City Living at 646-693-2019 or [38Sixthleasing@pinnacleliving.com](mailto:38Sixthleasing@pinnacleliving.com).

1	Proof of Identity
	<b>ALL APPLICANTS:</b>
	<b>BIRTH CERTIFICATE</b>
	<b>SOCIAL SECURITY CARD</b>
	<b>GOVERNMENT-ISSUED PHOTO IDENTIFICATION</b> ( <i>passport, driver's license, state ID, resident alien card</i> )
	<b>IF APPLICABLE:</b>
	<b>MARRIAGE CERTIFICATE</b>
	<b>DIVORCE RECORDS</b>
	<b>PROOF OF LEGAL SEPARATION</b>
	<b>DEATH CERTIFICATE</b>

2	Proof of Income
	<b>ALL APPLICANTS 18-YEARS OR OLDER, FOR ALL JOBS:</b>
	<b>6 MOST RECENT, CONSECUTIVE PAYSTUBS</b>
	<b>EMPLOYMENT LETTER INDICATING CURRENT INCOME</b>
	<b>IF SELF-EMPLOYED:</b>
	<b>NOTARIZED NET PROJECTION OF INCOME</b>
	<b>IF APPLICABLE:</b>
	<b>DOCUMENTATION OF UNEMPLOYMENT COMPENSATION</b>
	<b>DOCUMENTATION OF ALIMONY AND/OR CHILD SUPPORT</b> ( <i>notarized affidavit, court order, child enforcement spreadsheet</i> )
	<b>DOCUMENTATION OF PENSION, SSI OR SOCIAL SECURITY BENEFITS</b> ( <i>letter from agency indicating current income</i> )
	<b>PROOF OF RECURRING CONTRIBUTIONS OR GIFTS</b> ( <i>signed, notarized letter from person providing assistance</i> )
	<b>PUBLIC ASSISTANCE BUDGET LETTER</b>

3 Proof of Assets	
	IF APPLICABLE:
	<b>6 MONTHS OF RECENT, CONSECUTIVE BANK STATEMENTS FOR ALL CHECKING ACCOUNTS</b>
	<b>MOST RECENT STATEMENT FOR ALL SAVINGS, INVESTMENT AND RETIREMENT ACCOUNTS</b> <i>(savings account, investment account, CD/money market accounts, pension fund, 401(K) account)</i>
	<b>PROOF OF REAL ESTATE HOLDINGS DEED</b>

4 Tax Returns	
	ALL APPLICANTS 18-YEARS OR OLDER:
	<b>2017 FEDERAL AND STATE TAX RETURNS AND TAX FORMS</b> <i>(W-2, 1099, 1098, K-1)</i>
	IF SELF-EMPLOYED:
	<b>2017 FEDERAL AND STATE TAX RETURNS AND TAX FORMS</b> <i>(W-2, 1099, 1098, K-1)</i>
	<b>MINIMUM 3-YEARS OF TAX RETURNS AND TAX FORMS</b> <i>(W-2, 1099, 1098, K-1)</i>
	IF 2016 RETURNS WERE NOT FILED:
	<b>PROOF OF FILING EXTENSION</b>
	<b>2016 FEDERAL AND STATE TAX RETURNS AND TAX FORMS</b> <i>(W-2, 1099, 1098, K-1)</i>

5 Landlord Letter	
	ALL APPLICANTS:
	<b>PROOF OF PAYMENT HISTORY</b> <i>(letter from landlord, 12 months of payment receipts)</i>

6 Miscellaneous	
	IF APPLICABLE:
	<b>SUBSIDY PAPERWORK</b> <i>(Section 8, LINC, SEPS)</i>
	<b>PROOF OF SCHOOL ENROLLMENT</b> <i>(verification of pupil registration, signed letter from school)</i>
	<b>CERTIFICATE OF ELIGIBILITY FOR DISABILITY SET-ASIDE</b> <i>(fully complete certificate stamped and signed by doctor)</i>