



**Mount  
Sinai**



## New York City Apartment Resources

Demand for Mount Sinai owned housing is continually increasing. Since Mount Sinai owned apartments cannot accommodate everyone, many people find it necessary or preferable to seek housing in the surrounding area.

This guide is being provided to assist you in locating housing in the NYC boroughs.

Our contact information:  
The Mount Sinai Health System  
Real Estate Division  
1249 Park Avenue, 1st Floor  
New York, NY 10029  
Phone: (212) 659-9630  
Fax: (212) 831-3093  
Email: [housing@mountsinai.org](mailto:housing@mountsinai.org)

Note: Some management companies cannot be contacted directly. You may view our bulletin board in the Real Estate office for their regularly monthly updates. If an address is listed, you can visit their leasing office directly and if a web site is listed you may view their vacancies online.

# New York City Apartment Resources

There are many resources that you can use to search for an apartment.

Here are a few useful links that may be a good starting point in your search.

[Nyjournallnews.com](http://Nyjournallnews.com) Local Newspaper Listings

[Nypennysaver.com](http://Nypennysaver.com) The Local Penny Saver

[Newyork.craigslist.org](http://Newyork.craigslist.org) Craigslist

[Hotpads.com](http://Hotpads.com) Map based housing search

[Trulia.com](http://Trulia.com)

[Sublet.com](http://Sublet.com) – Includes both long and short term sublets

[Homes.com](http://Homes.com)

[Rent-Direct.com](http://Rent-Direct.com)

[ApartmentSearch.com](http://ApartmentSearch.com) an apartment locator

[ApartmentGuide.com](http://ApartmentGuide.com) an online version of the Apartment Shoppers Guide

[Apartments.com](http://Apartments.com) a national apartment locator

[Mynewplace.com](http://Mynewplace.com) Has millions of apartments for rent.

[Streeteasy.com](http://Streeteasy.com)

**To research the area you are considering:**

[ApartmentRatings.com](http://ApartmentRatings.com) apartment reviews by real people

[Apartmentreviews.net](http://Apartmentreviews.net) apartment ratings and reviews by tenants

Many apartment seekers utilize a real estate broker in their apartment search, although with this list, you don't have to. Most brokers will require you to pay a brokers fee, typically 15% of your annual rent. That cost can be large for some. The best way to avoid paying a brokers fee is to avoid the broker altogether and go straight to the building management company. When you contact the landlords directly, you are not required to pay a fee.

We have included a list of no fee management companies in the area for your reference.

*Mount Sinai assumes no responsibility in connection with any of these management companies or web sites and recommends that any information listed therein be independently verified.*

# Preferred Employee Hotels

*\*Listed hotels have discounts for Mount Sinai Employees*

## **Distrikt Hotel**

distrikthotel.com  
342 West 40th Street

## **BridgeStreet Global Hospitality**

Beekman Tower  
49th Street and First Ave

1600 Broadway on the Square  
1600 Broadway, Broadway and 48th Street

Centria  
48th Street between 5th and 6th Avenue

Cassa Residences  
45th Street between 5th and 6th Avenue

The Branson  
55th Street between 5th and 6th Avenue

All Mount Sinai Health System patients, families and employees will receive a 10% discount on their reservation at any of our locations, here in New York City or around the world.

For questions, reservation or more information contact Sarah Sommerfield at [sarah.sommerfield@bridgestreet.com](mailto:sarah.sommerfield@bridgestreet.com) or call (212) 257-1302

## **JW Marriott Essex House New York**

160 Central Park South  
(212) 484-4686

To book your discounted Mount Sinai room rate [click here](#) or call Anna Nistor and mention Mount Sinai.

## **Dumont NYC at 34th Street**

34th & Lexington Avenue

12.5% discount off of the Flexible Rate. [Click here](#) and Enter corporate code SINAI

## **Courtyard by Marriott Central Park**

1717 Broadway (54th Street & Broadway)  
New York, NY

Enjoy 10% off our Best Available Rate!  
Click here to book your corporate rate: Mount Sinai Health Systems

For reservations, please call 1-855-331-8443

*\*Valid for Mount Sinai Health System reservations at the Courtyard by Marriott Central Park. Reservations are based upon availability. Best available rate fluctuates based on arrival dates, market demand, and occupancy of hotel. Group requests of 10 or more rooms will be individually negotiated and contracted. The rates may not be available for group requests*

## **Affinia Gardens**

affinia.com  
215 East 64th St.  
(212) 355-1230

Enjoy 10% off our Best Available Rate!

For reservations, please call 1-866-AFFINIA or visit our website and either request the Mount Sinai preferred rate or use code: SINAI

*\*Valid for Mount Sinai Health System reservations at the Affinia Gardens. Reservations are based upon availability. Best available rate fluctuates based on arrival dates, market demand, and occupancy of hotel. Group requests of 10 or more rooms will be individually negotiated and contracted. The rates may not be available for group requests.*

## **Affinia Shelburne**

affinia.com/shelburne  
37th & Lexington Avenue

Call toll free, 866-233-4642 request Mount Sinai Health Services rate & receive 12.5% off of the Best Rate of the Day or BAR rate plan

Click here and Enter corporate code SINAI

## **Affinia Fifty**

affinia.com/fifty  
50th Street & Lexington Avenue

Call toll free, 866-233-4642 request Mount Sinai Health Services rate & receive 12% off of the Best Rate of the Day or BAR rate plan

## **AKA Flexible Stay Hotel Residences**

stayaka.com

AKA Sutton Place  
330 East 56th St.  
(212) 752-8888

AKA Central Park  
42 West 58th St.  
(646) 744-3100

AKA Times Square  
123 West 44th St.  
(212) 764-5700

AKA United Nations  
234 East 46th St.  
(646) 291-4200

Save 10% when using the code: mtsinai

## **Aloft Harlem**

alofthotels.com  
2296 Frederick Douglass  
(212) 749-4000

## **The Carlyle**

thecarlyle.com  
35 East 76th St.

For more information, please visit our website or contact Liana Kraushaar at (212) 570-7106 or [liana.kraushaar@rosewoodhotels.com](mailto:liana.kraushaar@rosewoodhotels.com)

For reservations, call 1-800-227-5737 and reference Mount Sinai.

## **Clinton Inn**

clinton-inn.com

Members of the Mount Sinai Health System receive 10% off banquet and Palmers Crossing Restaurant food prices when they show their ID's. For group rooms, meetings, banquet events, please contact Jocelyn Que at (201) 871-3200 X574, j.que@concordhotels.com. For reservations, call 1-800-275-4411 or (201) 871-3200 ask for the Mount Sinai Health System rate or visit our website and use the code: MSMC. For group rooms, meetings, banquet events, please contact Jocelyn Que.

## **Club Quarters, Grand Central**

clubquarters.com  
128 East 45th Street (Corner of Lexington Avenue),  
New York, NY 10017  
Hotel Phone: (212) 986-6400  
Member Services: (203) 905-2100  
Use password: mountsinai

For more information and to enroll in Gold Rewards, please visit our website with your member password: mountsinai.

## **The Court, A St. Giles Premiere Hotel**

stgiles.com  
120 E 39th St  
New York, NY 10016  
(212) 686-1600

To reserve, please call 1(888) 406-8588 and be certain to mention that you are with Mount Sinai Health System for the best rates available, a welcome drink, and your reservation for relaxation in the city that never sleeps.

All you will need to do is book via our website, click on reservations and enter Promo Code: CORP12. Alternatively, you can use the following quick link to book direct: The Court. When booking, please put your "Company Name" in the reservations form, so that we can recognize your booking!

This offer is subject to availability for new bookings only, and don't worry as your corporate rate which we have offered to you is still intact and can be used at any time by calling our Accommodations team at 888-406-8588.

## **Courtyard Marriott**

marriott.com  
410 East 92nd St.

Special rates at Upper East Side Courtyard Marriott for Mount Sinai patients, families, and employees: Rates begin as low as \$229 per night plus taxes, based on availability.

For reservations and more information, please call 877-231-7914 and use discount code M08, or visit our website.

## **Franklin Hotel**

franklinhotel.com  
164 East 87th St.  
(212) 369-1000

Enjoy 12% off our Best Available Rate!

Call toll free, 866-233-4642 request Mount Sinai Health System rate & receive 12% off of the Best Rate of the Day or BAR rate plan

## **Gracie Inn Hotel**

gracieinnhotel.com  
502 East 81st Street  
(212)628-1700

10% off our Best Rate

To reserve please call (212) 628-1700 between the hours of 10 am and 6 pm and mention the Mount Sinai Corporate rate when booking.

## **Hampton Inn Soho**

hamptonsohonyc.com  
54 Watts St.  
1-800-HAMPTON

20% off on the best available rate

For reservations, please call 1-800-HAMPTON or visit our website and use the Corporate Account number: #2669988

For more information, please contact Allen Kantorowitz, Director of Sales at 212-226-6288 or [allen.kantorowitz@hilton.com](mailto:allen.kantorowitz@hilton.com)

## **Hampton Inn Yonkers**

hamptoninnyonkers.com  
160 Corporate Boulevard

Reservations, please call (914) 377-1144 or visit our website and either request the Mount Sinai preferred rate or use code: 2669988. For more information, please call Yleana Rodriguez, Director of Sales at (914) 595-3008 or [yleana.rodriquez@hilton.com](mailto:yleana.rodriquez@hilton.com)

## **Hotel Belleclaire**

hotelbelleclaire.com  
250 West 77th St.  
(212) 706-4479

For reservations, please contact the Sales Department at (212) 706-4479 or [rschwarzenberg@hotelbelleclaire.com](mailto:rschwarzenberg@hotelbelleclaire.com) and ask for the Mount Sinai rate.

## **Hotel Wales**

hotelwalesnyc.com  
1295 Madison Ave.  
(866) 925-5746

For reservations and more information, please contact the Reservations department at (866) 925-3746 or visit our website. Use the MTS REF code and mention you are an employee or a guest of Mount Sinai to get the discounted rate.

Hotel Wales offers Extended stays for guests who book at least 14 consecutive nights and more. Please contact Sales department at 917-639-4820 or [sales@waleshotel.com](mailto:sales@waleshotel.com) for extended stay inquiries.

For Mount Sinai discounted groups of nine (9) rooms and more or any of the meeting rooms' rentals inquiries please contact Jana Adamova at 646-509-2959 or [jadamova@waleshotel.com](mailto:jadamova@waleshotel.com)

## **The Kimberly**

kimberlyhotel.com  
145 East 50th Street

Contact our on-site Reservations Team to book at (212) 702-1643 or by email: [reservations@kimberlyhotel.com](mailto:reservations@kimberlyhotel.com). Make sure to mention the "Mount Sinai Health System" for preferred rates in a deluxe guestroom or a one-bedroom suite.

## **The Lowell**

lowellhotel.com  
28 East 63rd Street - Booking Code: Mount Sinai

For inquiries, please contact Kelly O'Neill, Sales Manager, at 212-605-6820 or [koneill@lowellhotel.com](mailto:koneill@lowellhotel.com)

## **Mansfield Hotel**

mansfieldhotel.com  
12 West 44th St.  
(212) 277-8700

Call toll free, 866-233-4642 request Mount Sinai Health System rate & receive 12% off of the Best Rate of the Day or BAR rate plan



## **NU Hotel**

nuhotelbrooklyn.com  
85 Smith St.  
Brooklyn, NY  
(718) 852-8585

Mention Mount Sinai Health System to receive 15% off our best available room rate or call our Sales Department for more information at [sales@nuhotelbrooklyn.com](mailto:sales@nuhotelbrooklyn.com)

## **NYLO**

nylohotels.com/nyc  
2178 Broadway at 77th St  
New York, NY 10024 Enjoy 15% off our Best Available Rate and Complimentary Wi-Fi.

For reservations, please call 1-800-509-7598 and reference The Mount Sinai Preferred rate or visit our website and book directly for the Mount Sinai Preferred Rate.

For group rooms, meetings, events, please contact Angie Cabral at 212-651-3326 or email [acabral@nylo-nyc.com](mailto:acabral@nylo-nyc.com)

## **The Park Lane Hotel New York**

parklanenewyork.com  
36 Central Park South  
(212) 371-4000

10% off our Best Available Rate; includes complimentary fitness center access code: MSCOURTESY

## **The Pierre**

tajhotels.com  
2 East 61st Street  
New York, NY 10065  
(212) 838-8000

## **Residence Inn Meadowlands**

marriott.com  
10 Murray Hill Parkway

For reservations, please contact Robert Klein, Area Director of Sales at (201) 491-2673 or [r.klein@concordhotels.com](mailto:r.klein@concordhotels.com)

## **Row NYC Hotel**

rownyc.com  
700 8th Avenue  
(877)360-4334

Visit our website to learn more, use code SINAI under “special rates & offer code.”

## **Shoreham Hotel**

shorehamhotel.com  
33 West 50th St.  
(212) 247-6700

For reservations, please call (212) 247-6700 and mention Mount Sinai.

## **The Surrey**

thesurrey.com  
35 East 76th St.  
(212) 288-3700

Nestled in Manhattan's Upper East Side, The Surrey hotel is both a familiar destination and unexpected delight. We offer our guests authentic service, cultural inspiration and singular experiences at every visit. Exceptional moments at The Surrey extend well beyond your accommodations. Whether you prefer entertaining in the private rooftop garden, indulging in a relaxing massage at The Spa or dining at your favorite table at Café Boulud, personality and personal preferences inform our service from the moment you make your reservation.

Offering rates beginning at \$395 and up (varies per season & by room type).

- 5 star, 5 diamond
- Relais & Chateau property
- Café Boulud celebrity restaurant

To access the Mount Sinai rates visit our website or call. For reservations, please call (212) 905-1477 or visit the link provided and request the Mount Sinai preferred rate or use code: SINAI

*\*Valid for Mount Sinai Health System reservations at The Surrey. Reservations are based upon availability. Best available rate fluctuates based on arrival dates, market demand, and occupancy of hotel. Group requests of 10 or more rooms will be individually negotiated and contracted. The rates may not be available for group requests.*

## **The Tuscany**

stgiles.com  
120 E 39th St.  
(212) 686-1600

To reserve, please call 1(888) 406-8588 and be certain to mention that you're with Mount Sinai Health System for the best rates available, a welcome drink and your reservation for relaxation in the city that never sleeps.

All you will need to do is book via our website, click on reservations and enter Promo Code: CORP12. Alternatively, you can use the following quick link to book direct: The Tuscany. When booking, please put your "Company Name" in the reservations form, so that we can recognize your booking! This offer is subject to availability for new bookings only, and don't worry as your corporate rate which we have offered to you is still intact and can be used at any time by calling our Accommodations team at 888-406-8588.

**ABA-IDEAL Furnished Housing**

tempapts.com

All Mount Sinai Health System patients, families and employees will receive a medical discount of 10% on their stay.

Please contact Krystle Stephens directly by phone (646-430-4636) or email: [kstephens@tempapts.com](mailto:kstephens@tempapts.com)

# Corporate Housing - Short-Term Furnished Housing

Churchill Living

Ian Silverman

Account Manger

(973)-636-9400 x.5612

<https://www.furnishedhousing.com/contact.html>

[#New York City Sales Office – 7](#)

# NO FEE –Real Estate Management Companies

Related Rentals  
1214 Fifth Avenue  
(212) 875-0542  
[www.relatedrentals.com](http://www.relatedrentals.com)

Heritage on Fifth Ave  
(646)248-7433  
Contact: Carol Hunt  
<https://ccmanagers.com>

Ogden Cap Properties  
(212) 289-5000  
Normandie Court  
(212)735-6500  
[www.ogdencapproperties.com](http://www.ogdencapproperties.com)

Park West Village  
(212)222-5121  
[www.pwvmgmt.com](http://www.pwvmgmt.com)

Beach Lane Management  
(914) 997-2435  
Contact: Elizabeth Acevedo  
*(Owners of apartments throughout NYC)*

Parkchester Preservation Management  
2000 East Tremont Avenue  
Bronx, NY  
(718) 536-2000  
Contact: Ricky Pizarro  
[www.parkchesternyc.com](http://www.parkchesternyc.com)

B&L Management  
316 East 63rd Street  
(212) 906-2800  
Mon – Fri 9am – 5pm  
[www.bandlmanagement.com](http://www.bandlmanagement.com)

Carnegie Hill Place  
1500 Lexington (at 96th Street)  
(212) 348-0500  
Mon – Fri 10am – 6pm  
Sat & Sun 10am – 5pm  
[www.carnegiehillplace.com](http://www.carnegiehillplace.com)

Carnegie Hill Properties  
(212) 308-0030  
<http://www.carnegiehillprop.com/content.asp?id=5>

City & Suburban Leasing Office  
511 E. 78th Street  
(212) 517-3000  
Contact: Stephanie

Eberhart Rental Office  
312 East 83rd Street  
(212) 570-2400  
Mon – Fri 8am – 7pm  
Sat 10am – 5pm  
[www.eberhartbros.com](http://www.eberhartbros.com)

A&R Kalimian  
(212) 751-8050 Ext. 104  
Contact: Hanna  
Equity Apartments  
(866) 469-5491  
[www.equityapartments.com](http://www.equityapartments.com)

ATA Enterprises  
(212) 308-1888  
[www.ataenterprises.com](http://www.ataenterprises.com)

The Aspen (212) 876-1955  
[www.aspennewyork.com](http://www.aspennewyork.com)  
Contact: Brian Loftman

Glenwood Management  
1440 York Avenue  
(212) 545-0500 Uptown Office  
10 Liberty Street  
(212) 430-5900 Downtown Office  
Mon – Fri 10am – 6pm  
[www.glenwoodnyc.com](http://www.glenwoodnyc.com)

Goldfarb Properties  
[www.goldfarbproperties.com](http://www.goldfarbproperties.com)

Hakimian Organization  
(212) 683-9292  
[www.hakimian.com](http://www.hakimian.com)

Harlington  
(No fee bldg. – 1378 York Avenue – at 73/74th St)  
(646) 879-0650  
Contact: Val/Clearwater Properties

Jakobson Properties  
[www.nofeerentals.com](http://www.nofeerentals.com)

Bettina Equities  
227 East 85th Street  
(212) 744-3330  
Mon – Fri 9am – 7pm  
Sat & Sun 10am – 6pm  
[www.bettinaequities.com](http://www.bettinaequities.com)

Broadwall Management Corporation  
(212) 279-7600 Ext. 303  
Contact: Nancy Paz  
[www.broadwallmgmt.com](http://www.broadwallmgmt.com)

The Brodsky Organization  
(212) 896-5570  
[www.brodskyorg.com](http://www.brodskyorg.com)

BLDG Management  
*(Manages many buildings throughout NYC)*  
(212) 624-4355  
Contact: Robyn Carlyle

K & R Realty  
(212) 360-5092  
(Upper Manhattan Rentals)  
[www.kandrrealty.com](http://www.kandrrealty.com)

Manhattan Park  
30 River Road Roosevelt Island  
(212) 308-4040  
Contact: Tarcisio Herrera  
[www.manhattanpark.com](http://www.manhattanpark.com)

Manhattan Skyline  
(212) 408-9447  
[www.manhattan-skyline.com](http://www.manhattan-skyline.com)

Manhattan Park  
30 River Road Roosevelt Island  
(212) 308-4040  
Contact: Tarcisio Herrera  
[www.manhattanpark.com](http://www.manhattanpark.com)

Manhattan Skyline  
(212) 408-9447  
[www.manhattan-skyline.com](http://www.manhattan-skyline.com)

Carlyle  
[www.cccnyc.com](http://www.cccnyc.com)

ABC Properties/Fisher Associates  
(212) 315-3390 Ext. 262  
Contact: Sandra

Abington Properties  
950 Third Avenue (at 57th St.)  
(212) 759-5000  
Mon – Fri 9am – 5pm  
[www.abingtonproperties.com](http://www.abingtonproperties.com)

Milford Management  
(212) 860-4710  
[www.milfordmgmt.com](http://www.milfordmgmt.com)

Moinian Group  
[www.moiniangroup.com](http://www.moiniangroup.com)

Olnick Organization  
(212) 835-2400  
[www.olnick.com](http://www.olnick.com)

Pan Am Equities  
(Owners of many buildings throughout NYC)  
(212) 410-0307 Ext. Ext. 25 Contact: Geraldine

Peter Cooper Village  
332 First Avenue (at 19th Street)  
Mon – Thu 10am – 6pm  
Fri – Sun 11am – 5pm  
(888) 225-9121  
[www.petercoopernyc.com](http://www.petercoopernyc.com)

Post Properties  
[www.postproperties.com](http://www.postproperties.com)

AIMCO  
[www.aimconyc.com](http://www.aimconyc.com)  
(212) 251-7792  
Contact: Veronica Ritter

Stonehenge Management  
[www.stonehengemanagement.com](http://www.stonehengemanagement.com)

Keyah Enterprises  
(212) 595-5565 Ext. 611 or 612  
(No fee Bldg. – 301 East 92nd Street)  
[www.keyah.com](http://www.keyah.com)

Kibel (212) 481-5700  
[www.kibel.com](http://www.kibel.com)

Macklowe Properties  
[www.macklowe.com](http://www.macklowe.com)

Tresser Properties  
300 East 52nd Street, Suite 200  
(212) 644-0900 Contact: Jodi  
[www.tresserproperties.com](http://www.tresserproperties.com)

Magnum Management  
(212) 941-9339  
[www.magnumreg.com](http://www.magnumreg.com)

Rockrose Development Corp.  
(212) 375-1155  
[www.rockrosenyc.com](http://www.rockrosenyc.com)

Rose Associates  
[www.rosenyc.com](http://www.rosenyc.com)

Siba Management  
(212) 764-0700  
Contact: Mikki

Sky Management  
226 East 54th Street  
(212) 759-1300 Ext. 22  
Mon – Fri 8am – 6pm  
[www.skymanagement.com](http://www.skymanagement.com)

## Mount Sinai Area Hotels /Bed & Breakfast

Courtyard by Marriott  
92nd St. between 1st and York  
410 East 92nd Street  
New York, 10128  
Tel: 212.410.6777  
<http://www.marriott.com/hotels/travel/nycmh-courtyard-new-york-manhattan-upper-east-side>

Hotel Wales  
92nd St. and 3rd Avenue  
1295 Madison Avenue  
New York, 10128  
Toll-Free 1.866.WALES.HOTEL  
Local 212.876.6000  
<http://www.hotelwalesnyc.com/>

The Franklin  
87th St. between 3rd and Lexington  
164 East 87th Street  
New York, 10128  
Tel: 212.369.1000  
<http://www.franklinhotel.com>

Surrey Hotel  
76th St. between 5th and Madison  
20 East 76th Street  
New York, 10021  
Tel: 212.288.3700  
<http://www.affinia.com/New-York-City-Hotel.aspx?name=Surrey-Hotel>

The Carlyle Hotel  
76th St. between Madison and Park  
35 East 76th Street  
New York, 10021  
Tel: 212.744.1600  
<http://www.thecarlyle.com>

The Mark Hotel  
77th St. between 5th and Madison  
25 East 77th Street  
New York, 10021  
Tel: 212.744.4300  
<http://www.themarkhotel.com>

The Gracie Inn  
81st St. between East End and York  
502 East 81st Street  
New York, 10028  
Tel: 212.628.1700  
<http://www.gracieinnhotel.com/>

City Lights and Breakfast  
1st Avenue between 81st and 82nd  
1562 1st Avenue  
New York, 10021  
Tel: 212.737.7049  
<http://www.citylightsnewyork.com>

1871 House  
62nd between Lexington and Park  
130 East 62nd Street  
New York, 10021  
Tel: 212.756.8823  
<http://www.1871house.com>



# Landlord Requirements of Prospective Tenants

Each landlord requires slightly different information from an applicant. As a general rule, most landlords require that the prospective tenant have an annual income equal to 40 - 50 times the monthly rent. For example, if your rent is \$1,600/month, your salary would need to be \$64,000 - \$80,000/year in order to rent the apartment by yourself. Depending on the landlord, combined incomes for roommates or couples may be used. Outstanding loans, asset liquidation, credit and rent history are also taken into consideration. If you do not meet these criteria, a guarantor may be required. The guarantor must be financially able and qualified to pay your rent as well as comfortably carry his financial responsibilities in case you default on the lease (generally 80-100 times one month's rent). Many landlords require a tri-state (New York, New Jersey and Connecticut) guarantor and prefer a relative.

The following is a list of regularly required information:

## **Letter of Employment**

(Usually a brief statement on employer's letterhead of annual salary, bonus, and position held, and start date. International customers will also want to have included the number of years, if any they worked for their current employer.)

## **Letter from Current Landlord**

(This letter should reference length of tenancy and history of paying rent on time. If you cannot obtain a letter, bring the previous landlord's name, address, and phone number.)

## **Good Credit History**

(If your credit is not in good standing or you have no US credit history, you may require a guarantor.)

## **Personal Identification**

### **A Passport or Driver's License**

**Money (Usually in the form of certified checks)** First month's rent, Security deposit, Application fees, other fees

Additional information you may wish to have available:

### **Copy of Recent Pay stubs Tax Returns**

(Typically for two years prior)

### **Financial Statement**

(A statement version should be acceptable)

### **Bank Letter or two months of statements**

(Confirming status, balance of account(s), and date opened)

### **Two Business Letters of Reference**

(Usually from former landlords or employers)

### **International**

If you are a first time renter in New York and do not have a credit history in the United States, landlords might require an extra security deposit, and a guarantor or rent paid up front. Procedures and requirements may vary from one building to another.

# Apartment Rental Dictionary

**Alcove:** A small separate space in an apartment, which can house a kitchen or bedroom arrangement.

**Apartment:** A rented space in either a building, house or flat. Apartments are rented with a lease, a legal contract stating the terms of the rental.

**Brownstone/Townhouse:** A four to six story building often constructed during, or in the style of, 1800's to early 1900's housing. They can be single-family homes or divided into apartments.

**Condominium:** A space that is purchased in a building, including an apartment and a percentage of the common living space in the building.

**Condominium Lease:** Similar to a rental lease, except the apartment has a private owner instead of a managed one. These can have more negotiable lease terms as only on owner is involved.

**Convertible:** An apartment with an extra alcove or room that could be converted into a bedroom. This is great for someone needing an office or someone who needs a child's room.

**Co-operative (Also called co-op):** A building owned by a cooperative apartment corporation. The corporation issues shares of its stock which are allocated to each apartment depending on the size and features. This means you don't own the actual space but rather a share in the corporation.

**Duplex:** Depending on the city, these can be a house divided into halves or a two-story apartment.

**Elevator Buildings:** Usually a six to twelve story building that uses an intercom or video surveillance system. They may or may not have a doorman and luxuries like a gym or pool.

**Furnished Unit:** An apartment that comes fully equipped with furniture and amenities. These units may be available for either a short or long term lease.

**Loft:** A big, open space (often a former commercial building) with high ceilings and large windows that has been converted into an apartment.

**One Bedroom:** An apartment that includes a bedroom, kitchen, bathroom and living area. A one-bedroom with a separate room not as big as the bedroom may be listed as a 1.5 bedroom, a junior four (four rooms), a flex two or a convertible two (two bedrooms).

**Rental Lease:** A legal document stating the dates, price rules and other stipulations for the rental agreement between an individual and a management company. Once signed, they are hard to break unless you have a serious problem as outlined in the document.

**Studio or Efficiency:** A one-room apartment with a separate bath, it can also have a separate kitchen area off to the side. Traditionally thought of as an artist's pad, the studio is a great choice for penny-pinchers and those who don't need a big space.

**Sub-lease:** Taking over a lease in a co-operative or rental apartment from the current tenant. The sublet renter usually shares responsibility for the apartment with the main leaseholder.

**Two-bedroom:** An apartment with two bedrooms and typically four, five or six total rooms. The bedrooms may have exact layouts or may vary greatly in size. There may be one main bathroom or a master bedroom and bath with another bathroom near the central living area.

**Walk-up building:** Usually the least expensive type of housing, these are four to five story buildings often constructed as multi-family housing.