OFF-CAMPUS LIVING
STUDENT RESOURCE CENTER

Searching for an apartment in New York City can be challenging. Whether you are relocating from abroad, a current NYU housing resident, or considering a change of your current living situation, the apartment hunting process is often bewildering for even long time New Yorkers.

The NYU Student Resource Center can advise you with your search process. Although we do not provide actual off-campus apartments, we can advise you on your search through a variety of resources available on our website. To aid your housing search we provide a centralized list of commonly used sites for apartment searches, a roommate and housing registry, NYC market information, legal resources, local brokers, and more. But be prepared — it’s not easy!

WHERE TO GET STARTED? GET INFORMED

Searching well in advance of your actual move-in date may seem desirable, but the New York real estate market is unique in its pace. Be prepared to discover that vacancies do not make themselves known until approximately thirty days before move-in. It will be difficult to view an available apartment before this time. Any apartment you find well in advance of your desired move-in date will likely not be vacant when you are ready to move in. A four-week period is usually sufficient for an apartment search in New York City. If you have time before you can begin looking, use it to research neighborhoods and costs. If you put in the time, planning, and research to your search, you will be successful. Know, however, its not easy. And if it’s too much to do on your own, there are plenty of real estate brokers that can assist you — albeit for a fee. Good luck!

USING OUR WEBSITE

Here is a list of what’s on our Off Campus Living Page — www.nyu.edu/offcampus-living

1) **NYU HOUSING AND ROOMMATE REGISTRY** — A resource available to the NYU Community who have access to log-in to NYUHome and provides a listing of available apartments and shares, exclusively viewable to the NYU community, and a resource to those who may be looking to share a space within their current living situation.

2) **SEARCH LINKS** for Apartments, Roommates, Short-Term Stays, Furniture Rentals, Moving/Storage Companies and Broker discount information

3) **ADVICE** on the housing and roommate search process including terms, tips, and helpful resources

4) **NYC AND NJ INFORMATION** including Local Market Data, Tenants Rights and Resources, Safety Information, and Transportation Resources.

HOUSING AND ROOMMATE REGISTRY

If you are looking to connect with other students or want exclusive access to listings available only to the NYU Community, we suggest using the NYU Housing and Roommate Registry for both apartment and roommate searches. To access the database, you must already have an NYU Email account. To begin go to nyu.housingregistry.us

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**GOT QUESTIONS? GO AHEAD, ASK US!**

Tel: 212-998-4411
Web: www.nyu.edu/offcampus-living
Visit: 60 Washington Square South, Suite 210 New York, NY 10012

**IMPORTANT NOTICE:** New York University does not own, manage or offer apartments, does not give legal advice, does not have any relationship with listed search engines, landlords or rental companies, and their inclusion on our website does not constitute a recommendation or endorsement.
PAPERWORK

The next apartment you see may be the perfect one for you. In order to secure it, you should be prepared with the necessary paperwork when the time comes.

THINGS TO HAVE HANDY:

- A checkbook, preferably for an account at a local bank. You will need money for a deposit.
- Bank statements for savings and checking accounts.
- Proof of Income (applicant/guarantor) – Letter of employment, Tax Return, Financial Aid (scholarships, grants, loans).

APPLICATION:

Once you have identified a suitable apartment, you will be asked to complete an application. Most owner/management companies will have a form available; however, if you are working with a broker, the broker may have a general application for you to complete. It is not uncommon for there to be a processing fee ranging from $25-$150, usually non-refundable, and including the charge for checking your credit.

LETTER OF EMPLOYMENT (IF WORKING):

It must be an official company overhead. The letter must state your position, length of employment or start date and your annual income. The letter must be signed by a person authorized to verify the information provided.

PAY STUBS:

A copy of your three most recent pay stubs.

TAX RETURN:

If you are self-employed, or your income is derived from varying sources, you may be required to provide a copy of your most recent federal tax return. Customarily, the first page and the signature page will suffice. If your income has changed considerably in the last year, two years of tax returns may be required.

LETTER FROM CPA (CERTIFIED PUBLIC ACCOUNTANT):

Usually requested if self-employed.

LANDLORD REFERENCE LETTER:

This may not be required, but having a positive reference from your previous landlord, can only help. You will be customarily be requested to provide the name, address, and phone numbers of your previous landlord.

BANK STATEMENTS:

You may need at least two recent monthly statements from your checking, savings, or other financial accounts.

PERSONAL/PROFESSIONAL REFERENCE LETTER:

Many landlords will not require letters of reference; however, if your application is not as strong as in other areas, references can make a big difference.

IDENTIFICATION:

Landlords may take a photograph of you at lease signing, or require a copy of photo ID (e.g., license, passport, and/or school ID).

CREDIT REPORTS:

A credit report will be run on every applicant and guarantor. Your social security number will be requested in order to run the report. Although it is possible to obtain your credit report on your own, it is usually not accepted by landlords. The charge to run a credit report (usually $50 to $150).