



Algin Management Co., LLC
200 East 33rd Street | Suite L2 | New York | New York | 10016
Phone: 212.213.1727 | Fax: 212.725.1245

Application Checklist:

Please be advised in order to process your application you must include **all** the items listed below:

- \$100.00 **NONREFUNDABLE Cashier's or Money Order** check for processing fee.
(For each applicant)
Make payable to: Algin Management Co., LLC
****We DO NOT accept CASH, CREDIT CARDS or PERSONAL CHECKS.**
- Completely executed and dated application.
- Letter from Employer stating current salary, length of employment & position.
****If Self employed provide letter from accountant stating earnings for previous two (2) years.**
- Income Verification (All 3 items listed below are required)
 - Most recent W2
 - 1099 Form
 - Last 3 Paystubs
- Most recent Bank Statement
- Copy of Photo ID

Please ensure you complied with the above checklist before you mail or drop off your application. All of the above documents are required per applicant. Incomplete applications will **NOT** be processed.

Thank you,

Algin Management Co., LLC