

Application Processing Instructions

To process applications; I will need the following:

1. Completed Applications on any occupant over age of 18 (all blanks must be filled in - dates, amounts, phone #'s)
2. Proof of Income for last 2 months (each applicant).
3. A Full Current Credit Report (may obtain a free report from www.annualcreditreport.com) **CREDIT SCORE NOT REQUIRED !!**
4. Enlarged Copy of Drivers License of ALL applicants
5. Signed Tenant Qualification Form
6. \$25 Processing fee per Applicant Payable : **Vicki Fletcher**

Be advised Only **ONE SET** of Applications processed at a time.

No Application will be processed UNTIL ALL documents received.
Therefore; PLEASE DO NOT submit your clients application/s without ALL requested documentation included.

Your Cooperation will result in a quick response.

Vicki Fletcher – Processing Manager
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