

Lease Applicant Checklist

The following items must be included for processing to begin:

- Lease Application on all occupants 18 years and older (\$40 money order for application fee for each application) **NO CHECKS OR CASH**
- All sections must be complete. Including top of page 1 and Pet Section, ****Insert "N/A" where necessary**
- Contact information for employer (who confirms employment at your company) and landlord's for verification purposes must be included
- Explain any "yes" responses to questions on page 2 "Has Applicant Ever" section on top of page 3 (attached separate sheet if necessary each occupant 18 years or older)
- Color Copy of State issued ID (must be valid)
- Color Copy of Social Security or ITIN card
- 2 most recent pay stubs and/or proof of other income Sources (Self-employed applicants must provide 2-year tax returns as proof of income)
- 2 year tax returns as proof of 2 consecutive Years of employment

Once all documents and funds are received processing will take 5 business days to complete