



Items needed to process applications Vestpro Residential:

- Complete and signed TAR Application (including address, lease amount and move in date)
- Most recent check stubs – If paid weekly 4, if paid bi-weekly or semi-monthly 2
- If changing jobs, offer letter or contract from new employer
- If moving from out of state or city outside of local area – Employment offer letter (salary, start date, and position). If transferring with the same company a letter stating transfer from the employer or if the position is remote.
- If including other income - Child Support, Retirement, Disability documents showing payments or award amounts.
- If renting – Email address and phone number to current landlord or apartments. Email address is best, all rental history is verified in writing.
- Photos of any pets that are on the application. *If a service animal all required information to verify.
- Copies of ID
- Please have your client apply online at www.vestpro.net. Each person applying must have their own email address.
- All applicants must have a Social Security number to apply with Vestpro. We are unable to run credit or background checks without a valid Social Security number.
- Verification of Self-Employed Income – Copy of most recent Tax Statement. Bank statements can only be used if they clearly show company name, deposits and deposits are verifiable. Please send 2 months of Bank Statements.
- Missing items delay the application process. Applications are not processed on weekends.

You can email all items to – damita@vestpro.net **Please send all items in one email if possible. Please title the email with your client’s name and the property that they are applying for.**

- **Criteria** – Must make 3 x rent (verifiable). No evictions. Good verifiable rental history. No broken leases. Credit must be 600 +. Some homes may require a higher credit score (check listing for details). A valid Social Security number background and credit reports will be run.

X _____
Signature

Date

X _____
Signature

Date