

Rental Eligibility Application Checklist



Dear Prospective Resident,

To help prepare you for the application process we have provided a list of the most commonly required documents. For a complete and detailed checklist, please contact the community manager at the location you are applying for.

Photo ID/Valid Picture ID

Income:

Social Security/SSI:

Benefit award letter indicating the gross amount of your benefit effective for the current year. Note: These are typically sent in Nov. or Dec. of each year and are effective as of Jan. the following year. You can obtain this information from the Social Security Department.

Pension/Annuity/Retirement Fund

Award benefit statement indicating your gross monthly income or the name, complete address, telephone number and fax number of the entity administering the benefits. Statements must have the current award date and the gross dollar amounts. Note: Automatic deposit slips are not acceptable documentation.

Employment:

Name of the Employer (official company name), the name of your supervisor, complete address, including the zip code, the phone number and fax number. If your company uses the Work Number for employment verification, please bring a cashier's check or money order for \$25.29. To assist in the processing include your six most current and consecutive pay stubs indicating the current and year-to-date gross earnings. Self-Employment: 2 years of tax returns indicating the net business income.

Checking/Savings/Money Market/ Certificate of Deposit (CD's):

Name, address, phone number and fax number of the institutions where the assets are held, the name(s) on the accounts and the full account numbers or the most current and consecutive six months of bank statements showing the current balance and interest rate. CD's must be listed individually with the gross amounts and interest earned annually. The statements must indicate the institution's name, the applicant's name and account number. (Transaction detail reports from the internet are not acceptable forms of bank statements) Each bank statements must indicate the ending balance of each account (even if there is a -0- balance).

Social Security Card/Medicare Card

Assets:

Net Income from Rental Property:

A copy of your most current signed tax return (including Schedule E). If you have just started to rent the property and no tax return has been filed, provide a copy of the tenant's rental agreement and a copy of the most current mortgage statement.

Real Estate, i.e., Land, Mobile Home, House:

Complete address of the property, mortgage statement indicating current balance (if applicable), current Real Estate Tax Assessment, or current Market Analysis supplied by a real estate professional. If you are in the process of selling the property, provide a listing agreement or an "Estimated Net Proceeds to Seller" report. If the transaction has recently closed or will close before you take occupancy of the apartment you are applying for, provide a "HUD-1 Settlement Statement". If you hold private contract, a copy of the contract showing the current balance and interest rate is required, include an amortization schedule.

Power of Attorney:

If you are not able to apply in person, a representative may act on your behalf only if they bring a notarized copy of the Power of Attorney.

Notes: _____

