



Rental Requirements

Thank you for your interest in making an application for one of our great apartment listings.

Prior to making an application to lease an apartment, the new applicant(s) should be prepared to submit the following documents to begin the screening process.

- A completed Apartment Application
- 2 most recent Pay Statements from your Employer, or most recent Tax Return filed if you're Self-Employed.
- Employment Verification Letter that specifies your Employment Status, Salary, Position and Length of Employment (must be on company stationery from your employer's Human Resources department)
- 2 Character Reference Letters from a Business or Professional source and Personal Acquaintance (not acceptable from a relative)
- A clear copy of the Photo Identification of each party applying to lease the apartment (acceptable forms of identification are: Drivers License, Military ID, Employer ID, Passport and any Federal, State or local Municipality issued Photo ID)
- Payment of \$30 Credit Report fee for each party applying to lease the apartment (special merged 3 credit bureau report with scores and history)

We work hard to present each apartment listing with the information you need to make an informed choice.

Which is why you should be prepared to apply for the apartment your viewing with our Associates in person with copies of the above documents, as each application is processed and presented to our clients on a first come, first serve basis.

However, we understand that deciding on a new home isn't an easy decision to make at a moment's notice. So, we encourage you to request the application from our Associate at each appointment.

Should you decide to make an application to lease an apartment viewed with us, please **fax the above required documents, using your completed application as the cover page, to Customer Service at (888) 360-5757.**



Apartment Application

LISTING: _____

Date: ___ / ___ / ___

Applicant #1: _____ **Age:** _____ **SS#** _____ - _____ - _____

Current Address: _____ **Date of Birth:** _____

Cell Phone: (____) _____ **Work Phone:** (____) _____ **Email:** _____

Applicant #2: _____ **Age:** _____ **SS#** _____ - _____ - _____

Current Address: _____ **Date of Birth:** _____

Cell Phone: (____) _____ **Work Phone:** (____) _____ **Email:** _____

Other Persons to reside inside the apartment:

Name: _____ Relationship _____ Age _____ Sex (M / F)

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Name: _____ Relationship _____ Age _____ Sex (M / F)

Applicant # 1 Employment Information

Current Employer: _____

Employer Address: _____

Company Phone: (____) _____

Name of Manager: _____

Manager Phone: (____) _____

Years Employed: _____ Position: _____

Income: \$ _____ per (hr / wk / Bi Wk / Mth)

Are you a full time employee _____

Applicant # 2 Employment Information

Current Employer: _____

Employer Address: _____

Company Phone: (____) _____

Name of Manager: _____

Manager Phone: (____) _____

Years Employed: _____ Position: _____

Income: \$ _____ per (hr / wk / Bi wk / Mth)

Are you a full time employee _____

Reason for moving: _____

Character References:

Name: _____ Relationship _____ Phone (____) _____

Name: _____ Relationship _____ Phone (____) _____

Name: _____ Relationship _____ Phone (____) _____

Does anyone in the household smoke? (yes / no) **Do you have a pet?** (yes / no) **what kind** _____

Are you a citizen of the United States? (yes / no) **Have you ever been arrested?** (yes / no)

Have you ever been convicted of a crime? (yes / no) **Are you required to pay Child Support?** (yes / no)

With my signature below, I certify that the above statements are true and can be verified through a formal screening process, which I pledge my full cooperation and authorize a review of my business, criminal, financial, character and credit background.

Applicant: _____