



Application Checklist for Prospective Residents

1. Completed applications are accepted on a “first come, first serve” basis. Should you choose to withdraw your application **you will need to contact our office.**
2. Applicants must have a **valid government issued photo ID** (passports will not work).
3. All proposed occupants, **age 18** or older **must** complete the application process and be named on the lease. We are running a credit check (*based on score, past due balances, judgements/liens, collections, charge offs, etc.*), criminal background, eviction history and rental verification on **all** applicants. Your application may be approved or denied based on part or all of the above criteria.
4. The application fee is \$40 per person and may be paid with cash or credit/debit card, (if using card there is a processing fee of \$4.95 per transaction). All application fees are **non-refundable** once your application has been processed. If we do not run your application, you may receive a refund, **only** with your receipt showing proof of payment.
5. Please note that we will not sign a lease on any property unless you physically go look at the property first.
6. All occupants of the property **must** be listed on the application. **NO EXCEPTIONS.**
7. Applicants must provide proof of employment and income (pay stubs, W-2, verifiable letter from employer). ***Must be current, consecutive, most recent over minimum of one month.** Household income must meet be a minimum of 3 times the rental amount.
8. All pets must be listed on the application. Pet fees are *non-refundable*. We do not allow Pit Bulls, Dobermans, Rottweiler and German Shepherds. Once your application is approved you will need to have your pet screened through petscreening.com.
9. Security deposits must be paid with certified funds (Cash, Cashier Check, Money Order).
10. **Please make sure that your application is filled out in its entirety. Do not leave any spaces blank. Make sure that all applicants have signed the application- we cannot run it without signatures. Failure to fill out your application in its entirety may result in your application not being processed.**

I, the undersigned, acknowledge that I have read the above requirements. I further understand that failure to meet the above requirements could result in non-acceptance of my application. Upon approval the required deposit must be paid immediately to reserve the property.

Applicant Signature(s): _____

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