Rental Application Requirements

Submission Requirements & Important Reminders

- All documents must be submitted together as a complete package to ensure timely processing.

- Documents must be legible PDFs or clear images.

- Please organize your submission to confirm the application is complete.

<u>Important</u>
It is very important that the Landlord receive full and complete applications, as well as clear, legible documentation.

<u>Fair Housing Notice</u>

We are committed to compliance with all Fair Housing laws. This property is offered for lease without regard to race, color, religion, sex, handicap, familial status, national origin, sexual orientation, gender identity, or any other protected class. All applications will be evaluated equally and fairly.

Step 1: Preliminary Documentation (Required)

- **Proof of Income**

    - The last 6 pay stubs and 3 months of recent bank statements showing income or direct deposits.

    - If pay stubs and bank statements are not available, prior year tax returns will be required.

- **Identification**

    - A valid driver's license for each adult occupant (18 years & older).

    - If no driver's license is available, provide state identification.

- **Completed Rental Application**

    - Must include employment information: employer name, telephone, address, position, and salary.

    - Residential history: current address, length of residence, whether you rent or own, and current monthly payment.

- **Employment Verification**

    - An employment letter confirming position, salary, and start date (if available).

Step 2: Credit & Background Report

- A secure link will be provided for applicants to authorize and pay for this report.

- The cost of this report will be the responsibility of the prospective tenant.