



COMPLETE APPLICATION CHECKLIST

Prior to submitting an application, make sure you have read and understand our rental criteria. If you do meet the requirements, you probably will not be approved.

Make sure your application is complete. We will not accept any incomplete applications. Incomplete applications will be returned to the person submitting the application.

You need to have the following to have a completed application:

_____ Completed & Signed Application

_____ Copy of Valid, Government Issued Photo ID

_____ Proof of Income

Acceptable documents for proof of income can be found in the "Income Requirements" section of the Rental Criteria.

If a co-signer is needed, you will need the additional documents:

A co-signer will be required if the applicant does not have sufficient income and/or does not have 2 years of good rental history.

_____ Completed & Signed Co-Signer Application (if needed)

_____ Proof of Co-Signer's Income

Please refer to "Co-Signers" section in the Rental Criteria for the income requirements of co-signers. Acceptable documents for proof of income can be found in the "Income Requirements" section of the Rental Criteria.

If a co-signer is needed, but the applicant does not have a co-signer, please contact the office for options.

Being added as a roommate requires the additional document:

_____ Completed Roommate Add Form

This form must be completed and signed by the applicant and the tenants that are currently listed on the rental agreement.

All forms can be found at our office and on our website.



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