



Application Process-\$40 application fee

To maintain a consistent and lawful tenant selection process, all prospective tenants must complete the following steps:

1. Completed Application

All applicants must fill out a comprehensive rental application, which includes:

- Full legal name and date of birth
- Contact information
- Current and previous addresses
- Employment details (employer name, position, duration)
- Landlord references with contact information

2. Identification

Applicants must provide valid government-issued photo identification, such as:

- Driver's license
- Passport
- State-issued ID card

3. Income Verification

To ensure the applicant meets financial requirements (typically 3 times the monthly rent), acceptable forms of income verification include:

- Recent pay stubs (last two)

- Bank statements (last two months)
- Tax returns or W-2s (past year)

4. Background Checks

Applicants must consent to background screening, which may include:

- Criminal background check(no felonies in 10 years)
- Eviction history check(no evictions in 5 years)
- Credit history review(600 minimum credit score)

5. Rental History

Previous landlords will be contacted to verify:

- Timely payment of rent
- Condition of the property upon move-out
- Compliance with lease terms
- Notice given prior to move-out

6. References

Personal and/or professional references may be contacted to further assess the applicant's character, reliability, and suitability as a tenant. Each applicant **MUST** supply at least 2 references.