



This document outlines what to expect during the MFTE application process. A list of required documentation to provide as source of income or assets can be found on page two. Please ensure you bring all necessary documentation, ready to print or email, to your initial appointment with our leasing team

Please note that the MFTE process is a full disclosure of finances. If any assets or accounts are discovered to have been undisclosed at any point throughout the application process, the applicant is required to provide the requested documentation within 72-hours of being notified by the leasing office. ***Failure to provide the requested documents within this deadline will result in an automatic cancellation of the application without further notice.***

SCHEDULING YOUR INITIAL APPOINTMENT:

It is important to note that **this initial MFTE appointment is required in order to proceed with the application and must be scheduled within 48-hours of applying.** Our leasing team will reach out to you, if they haven't done so already, to schedule this initial appointment

WHAT TO BRING TO YOUR INITIAL APPOINTMENT:

- Laptop or tablet
 - Please bring an electronic device to your initial appointment should you need to provide additional documentation of income sources. The leasing office computer can be used if necessary.
- Applicable Documentation
 - Examples of what to provide during the initial appointment are listed on the second page of this document
- \$100 Holding Deposit (Refundable only if denied)
 - Remainder of the \$500 total security deposit will be due at the time of your move-in

WHAT TO EXPECT AT YOUR INITIAL APPOINTMENT:

- Be prepared to review your assets, income, finances, etc. thoroughly with our leasing team, and provide any necessary documents during this appointment.
- Any corrections or documentation requested by our leasing team following the initial appointment must be provided to our leasing team within 48-hours.
- Failure to meet the 72-hour deadline for corrections will result in a cancellation of your application without further notice.

Business Hours:

Monday - Friday: 9 AM - 6 PM

Saturday & Sunday: Closed

Email:

Crew@avenue5apt.com

Office Phone:

206-420-2399

INCOME SOURCES DOCUMENTATION TO PROVIDE (AS APPLICABLE)

Please check which of the following apply as income and provide the corresponding documentation:

☐ **W2 Employment**

Six (6) recent and consecutive pay stubs and the first pay stub from your year-to-date income (when you started earning income with the employment for the year), for each place of employment. If you recently began new employment and do not have the required amount of pay stubs, please provide your offer letter from your place of employment and as many pay stubs as are available

☐ **Self-Employment**

Most recently completed and signed federal income tax return (1040) with schedules and/or Profit and Loss Statement.

☐ **Social Security (SSA), Supplemental Social Security (SSI), and/or WA State (SSI)**

Most recent award letter or recently dated benefit statement dated within the past 120 days.

☐ **Child Support**

Print out from DSHS/Office of Support Enforcement or notarized letter from the parent paying support.

☐ **Alimony or Spousal Payment**

Separation agreement/Divorce Decree or notarized letter from former spouse paying support.

☐ **Public Assistance (TANF, GAU, FIP, ADATSA)**

Most recent print out from DSHS dated within the past 120 days.

☐ **Unemployment or Labor & Industries**

Benefits statement from Employment Security Department or Labor & Industries dated within the past 120 days

☐ **Armed Forces (Active, National Guard or Reserves)**

Copy of current Leave and Earnings Statement (LES) with applicable clothing allowance added, dated within the past 120 days

☐ **Pension, Annuity, Retirement Funds, or Insurance Policy Payments**

Most recent annual benefits statement

☐ **Gift Income**

Any recurring or one-time gift payments are counted as gift income. We will require the email address of the person who is providing you gift income to send the required gift affidavit, which must be notarized and provided.

☐ **Rental Property Income**

Most recently completed and signed federal income tax return (1040) with Schedule E. If you have just started to rent the property, please provide a copy of the tenant rental agreement with your tenant.

☐ **Student Status**

FAFSA or WASFA, class schedule including tuition and fees, and your financial aid award letter. The F1 form is required for international students.

☐ **Checking Accounts**

Three (3) recent and consecutive statements, including all pages and no redactions.

☐ **Savings Account**

Three (3) recent and consecutive statements, including all pages and no redactions.

☐ **Money Market Accounts**

Most recent account statement dated within the last 120 days, including all pages of the statement.

☐ **Treasury Bills, CDs, Stocks/Bonds**

Most recent account statement dated within the last 120 days, including all pages of the statement.

☐ **Trust Funds**

Most recent account statement dated within the last 120 days, including all pages of the statement.

☐ **IRA, 401K, Keogh Accounts**

Most recent account statement dated within the last 120 days, including all pages of the statement.

☐ **Pensions or Annuity Accounts**

Most recent account statement dated within the last 120 days, including all pages of the statement.

☐ **Owned, in the process of selling or sold Real Estate**

Provide a copy of the contract and your completed and signed federal tax return with all schedules.

☐ **Whole Life or Universal Life Insurance Policies**

Most recent account statement including cash surrender value, dated within the past 120 days, including all pages of the statement.

☐ **Venmo, PayPal, Cash App, Robbinhood, Acorns, Stash Cash, etc.**

Three (3) recent and consecutive statements, including all pages and no redactions

****Please note that not all documents apply to all applicants**

If you have any questions regarding the checklist above, or if you need assistance on how to obtain the listed documents, please reach out to us via email or stop by our leasing office during business hours.