



## *A Message To Our Applicants*

- Use BLUE INK and print boldly when filling out the application.
- Print boldly and clearly.
- One applicant per application and signature page.
- Fill out all of the questions on the application. Do not leave any blanks.
- Make sure you have listed correct daytime phone numbers for both yourself, your landlords (current & previous) and your employer.
- Sign the application. Without a signature we will be unable to process the report.
- Social Security Number has been provided on the application
- Photocopy of Social Security card and Driver's License and/or valid ID provided
- All Rental information has been listed
- All Employment Information has been listed
- All telephone numbers have been provided (contact # for applicant, landlord's #, employer's #).
- Proof of income documents: current check stub with year to date earnings listed OR New-Hire letter OR Last 2 years of Tax Returns (self employed)

*Incomplete and/or illegible applications could result in a delay or denial of tenancy. We appreciate the time you have taken to fill out our application as we have requested.*