

CHECKLIST FOR APPLICATION PACKET

1. ___ Two page application, be sure the residential and the employment sections are fully completed, be sure to sign and date your application. Do not include other applicant's vehicle information on your application. Emergency contact should not be anyone who will be residing in the unit with you.
2. ___ Employment verification form. If you cannot get this form to your employer please complete the top of the form and include in the packet.
3. ___ Landlord Verification form. If you cannot get this form to your current/previous landlords, please complete the top of the form and include in the packet.
4. ___ Pet agreement. If you have a pet.
5. ___ Deposit to hold form, if you are planning on putting a deposit on the unit.
6. ___ Certified bank check for half a month's rent, if you are putting a deposit down, made payable to the entity on the deposit to hold form.
7. ___ Copy of all applicant's driver's license/ID.
8. ___ Copy of all applicant's social security card.
9. ___ Copies of one month's worth of income for all applicants.

Once you are sure you have everything, please text APP to the office at 413-562-1429.