



RENTAL APPLICATION CHECKLIST

- ☐ APPLICATION PACKAGE
- ☐ \$150 APPLICATION FEE
- ☐ \$1,000 COMMON AREA SECURITY DEPOSIT
- ☐ PET REGISTRATION
 - ☐ Request for Reasonable Accommodation: INITIAL _____
- ☐ PHOTO ID
- ☐ BACKGROUND CHECK
- ☐ FULLY EXECUTED LEASE AGREEMENT
- ☐ UNIT OWNER ACCOUNT BALANCE
- ☐ PARKING VERIFICATION
 - ☐ Space Number: _____
 - ☐ Space Number: _____
- ☐ INCOME VERIFICATION:

For applicants that are W-2 employees:

1. Copies of prior four (4) months' pay stubs...and...
2. Copies of prior two (2) years of W-2...or...
3. Copy of prior two (2) years tax return

For applicants that are 1099 contractor workers:

1. Copies of prior two (2) years of 1099...and...
2. Copy of prior two (2) years tax return.

For retired applicants:

1. Copy of prior four (4) months social security checks...and...
2. Copy of prior two (2) years tax return.

- ☐ REVIEWED BY: _____
- ☐ INITIAL APPLICATION SUBMITTED ON: _____
- ☐ COMPLETE APPLICATION RECEIVED ON: _____
- ☐ SUBMITTED TO THE BOARD OF DIRECTORS ON: _____
- ☐ APPLICATION WAS: APPROVED / DENIED (CIRCLE ONE) ON: _____