

RENTAL OFFER SUBMISSION CHECKLIST

- 1 - Offer/Contract to Lease (Realtor to Provide)
- 2 - Completed application for all tenants 18 years of age and over
- 3 - Photo ID for all tenants 18 years of age and over
- 4 - Background check which includes credit, credit score
and criminal background check for all tenants 18 years of age and
over (Police report from local police station – if required by the
association)
- 5 - Proof of income - W2's, 3 months paystubs or employment letter
- 6 - Proof of funds for first, last, and security deposit
- 7 - Reference letter - from prior landlord or character reference letter
(If have one or applicable)
- 8 - If pets allowed - Please submit photo and proof of vaccinations.
If no pets allowed - and prospective tenant has a service or
emotional support animal - photo, service dog
documentation and vaccination records must be submitted.
- 9 - Car registration/Proof of insurance (if applicable)