Your Household's Next Step

Thank you for choosing our community for your next apartment home. We look forward to having you as our resident. As we discussed our community has a unique finance that requires we document all of you household's income and assets. The following information will be needed in order for us to promptly process your application:

Verifications of Income

____ Employment: Contact your employers' HR or payroll department and ask them to complete your employment verification(s) and fax and mail to our office as soon as possible

____ Self-Employment: Accountant or bookkeepers' statement of net income or full-signed copy of most current tax return including IRS Schedule C

_____ Child Support: Copy of the court order, settlement agreement or divorce decree. If ordered over twelve (12) months provide proof of current payment

_____ Awarded Incomes: Benefit or award letter. If over 90 days please provide proof of current payment received.

____ Unemployment ____ AFDC/TANF ____ SSI/SSB Other _____

_____ Other Income _____

Verification of Assets

_____ Real Estate Own: Recent year "Tax Assessment" or property appraisal and current mortgage statement that shows balance owed in your mortgage

_____ Rental Real Estate: Full copy of signed tax return including IRS Schedule E or copy of current Lease agreement and proof of any operating expenses

_____ Assets Disposed: Tax Assessment and full copy of closing settlement

_____ Checking: Statement from bank in their letterhead that shows average balance for past six (6) months and interest rate (if applicable only)

_____ Savings: Statement from bank in their letterhead that shows current balance and current interest rate

_____ Other Assets: _____

Other Information Needed

_____ Picture IDs for: _____ _____ _____ _____

_____ SS Cards for: _____ _____ _____ _____

_____ Birth Certificate(s) for: _____ _____ _____ _____

_____ Student Verification: Student Verification form completed by the school (must include school stamp)

_____ Other Information: _____