



Application interviews are by appointment only. The following three (3) reports will have significant factors in determining the approval of application:

- **Credit Check**
- **Criminal Background Check**
- **Previous Rental History**

YOU MUST HAVE THE FOLLOWING DOCUMENTS AT THE TIME OF YOUR APPOINTMENT

Birth Certificate (for each applicant that will reside in the unit)

Social Security Cards (for each applicant who will reside in the unit)

Driver's License or Picture ID (for each applicant who will reside in the unit)

Income Verification (4-6 current paychecks stubs, current letter from Social Security, pension plan, TANF, Food Stamps, etc.)

Documentation of child support if applicable (court papers, print out from Attorney General, notarized statement from child's support provider, etc.)

Bank Statements (last six (6) months statements on any/all accounts-checking, savings, CD's, 401K, etc.)

Your current address and your two previous addresses (from month & year to month & year that you lived at each one.) If you had a landlord at any of these addresses, we will need the landlord's name and phone number.

Marriage License, Spouse's Death Certificate, or Divorce Papers (Just one of these documents is needed depending on your current status)

Temporary Orders

If you are 62 years of age or older, disable, or handicapped, you will also need to bring verification of the following:

Receipts for medical expenses that have been paid by applicant in the past 12 months. Includes doctor, hospital, lab, x-ray, prescriptions, over the counter drugs with letter of medical necessity from the doctor, dental, glasses, ambulance, and premiums paid for medical insurance. **Note:** All above medical must have been paid amounts. Your cancelled checks can be proof of payment and your pharmacist can give a printout of all prescriptions paid for in the past twelve months.