

Application Checklist

Name of applicant _____

Unit(s) applying for _____

☐ Application complete: Date _____ Initials _____

☐ Earnest money of \$ _____ Date received _____ Receipt No. _____

RENTAL HISTORY

Landlord References

- ☐ Landlord reference(s) reveal the following:
- ☐ Nonpayment of rent
 - ☐ Causing disturbances (☐ with police involvement)
 - ☐ Threatening people
 - ☐ More than three 5-day notices in a year
 - ☐ Inaccurate information submitted on rental application
 - ☐ Causing damage to the rental unit
 - ☐ Improper notice before vacating
 - ☐ Breaking the rental agreement by moving out early
 - ☐ Owing money to landlord
 - ☐ Other _____
 - ☐ No negative information

Eviction Records

- ☐ Eviction Record Check - Nonpayment of Rent
- ☐ No eviction record for nonpayment of rent in the past two years
 - ☐ Eviction case filed but tenant complied w/ agreement or stipulated dismissal
 - ☐ Eviction because of previous roommate
- ☐ Eviction Record Check - Behavior
- ☐ No eviction for poor rental behavior in the past two years
 - ☐ Eviction record for causing disturbances
 - ☐ Eviction record for threatening other people
 - ☐ Eviction record for damaging an apartment
 - ☐ Eviction record for other _____

Date of eviction check __/__/__ Source _____

(over)

INCOME AND CREDIT INFORMATION**Income Verification**

- ☐ Verified current sources of income listed on application
- ☐ Verified bank and other accounts listed on application

Minimum Income Requirements

- ☐ Not applicable
- ☐ Verified that applicant meets minimum income requirement
 - ☐ Meets income requirement of ____ x monthly rent = \$ _____
 - ☐ How verified _____ or
 - ☐ Need tax returns
 - ☐ Need other _____
 - ☐ Proof that applicant paid a similar amount of rent-to-income ratio in the past, including
 - ☐ Prior lease
 - ☐ Cancelled rent checks
 - ☐ Landlord verification of rent paid
 - ☐ Current pay stubs
 - ☐ Tax returns
 - ☐ Other _____

Credit History

- ☐ Credit report
 - ☐ Score of at least _____
 - ☐ Sent request for co-signer Date _____ Initials _____
 - ☐ Total debt payments plus rent do not equal more than ____% of income
 - ☐ No major judgments
 - ☐ Bills owed for
 - ☐ Unpaid utilities or phone
 - ☐ Previous landlord

Name of person completing this checklist _____

Date completed _____

NOTES