A close up of a logo

Description automatically generated

Increase Your Income & Reduce Your Vacancy

Applicant Qualifying Checklist

Resident(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Move-in Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employment/Income

Y or N Does Applicant have verifiable current employment?

Y or N Is there at least 6 mos employment history or a verifiable source of income?

Y or N Is Applicant a full-time student?

Y or N Does student have a co-signer? (if allowed)

Y or N Does income meet qualifying standard? (ex. 2.5 to 3.5 x monthly rent)

Needs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Makes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Y or N Has the income been verified through the listed employer?

Y or N If self-employed, has a tax return or W-2 been supplied?

Y or N If not, did Applicant provide a payroll stub with year-to-date information?

Rental History

Y or N Does Applicant have a 30-day Notice to Vacate on file?

Y or N If so, reason given for moving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Y or N Has Applicant ever been late on rent? \_\_\_\_\_\_ How late? \_\_\_\_\_\_\_ How often? \_\_\_\_\_\_\_\_\_

Y or N Did Applicant ever pay with funds returned from bank?

Y or N Has Applicant damaged the unit? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Y or N If so, has Applicant paid for the damages?

Y or N Any problems or complaints with Applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Y or N Would you re-rent to Applicant?

Y or N Is there a minimum of 6 months verifiable history on current resident?

Y or N Have all listed residences been verified?

Y or N Is the name and number of person verifying information noted on application?

Credit History

Y or N Is there a valid social security number?

Y or N If not, is there a valid Visa/Passport/Green Card and proof of income?

Y or N Has a credit report been obtained?

Were any of the following scenarios found?

Y or N Personal bankruptcy not discharged?

Y or N Judgment not remedied and/or eviction less than a year old?

Y or N Criminal public record?

Y or N Fair Isaac risk score under 600 or did Applicant meet company standard?

Y or N Additional security deposit required?

Y or N If Applicant was denied, was the Adverse Action Letter provided?

Age

Y or N Is Applicant 18 years or older?

Y or N If not, is Applicant married and has proof of marriage been provided? OR has proof of

Emancipation been provided?

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Denied: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Community Manager’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_