

Application Checklist

Head of Household - is the ONLY person who will register and complete applications for ALL household members 18 and older. This includes uploading required documents for entire household.

Other Household Members - will ONLY log in at specific points to review and sign documents electronically. If you are NOT the Primary Leaseholder/Head of Household DO NOT register. Your login information will be sent via email when it's time to review and sign documents.

STUDENT STATUS Definition:

A full-time student is anyone (regardless of age) that attends school (including K-12) for five (5) months or more during the calendar year at a regular educational institution. Full-time status is defined by the educational institution and the number of credit hours it deems to be full-time.

Please have the following items ready, as applicable, for ALL household members during the application process:

/// Misc:

- Legal Name of ALL household members
- Date of Birth of ALL household members
- Social Security Number/TIN for ALL household members
- Email address of each household member 18 and older (You MUST have a valid email address)
- Contact Phone number for each household member 18 and older
- Pet - Vaccination & Health Records of animal
- Service Animal - Vaccination & Health Records of animal, Service Medical Provider documentation confirming need of animal
- ESA (Emotional Service Animal)- Vaccination & Health Records of animal, Medical Provider documentation confirming need of animal
- Previous 12 months housing addresses
- Legal Name and Date of Birth of Live-in Aide (SSN not required)

/// Income Sources:

- Current Employer (6 most current Paystubs)
- Self Employed individuals (Last 2 years full tax returns all pages)
- Military (3 current LES)
- Unemployment Benefits (Award Letter all pages)
- Social Security (Award Letter all pages)
- Public Assistance (documentation)
- Child Support/Alimony (Court Order all pages & payment history printout)
- Other potential Income - Worker's Compensation, Disability, Death Benefits or Life Insurance Dividends,
- Veteran's Benefits, Pensions, Other Retirement Benefits, Annuities, regular Gifts or payments from anyone outside of the household, payments from Rental Property, Land Contracts, or other forms of Real Estate, Severance Payments, Lottery Winnings, Inheritances or any Other Income Sources.

/// Assets:

- Checking Account (6 most current Bank Statements all pages)
- Savings or Money Market Accounts, Revocable Trust Accounts, IRA/KEOGH/CD (Certificate of Deposit Account), Stocks/Bonds/Mutual Funds/Treasury Bills/401K/403B, Pensions/Retirement Account, Bitcoin/Cryptocurrency (most current statement all pages)
- Real Estate (ownership/closing paper documentation)
- Whole Life Insurance Policy (current policy all pages)

/// Identification to have ready for verifying occupants of household AFTER screening is completed:

- Valid Government Photo ID
- Non-Citizen Documentation
 - Form I-551 Permanent Resident Card or Alien Registration Receipt Card
 - Form I-776 Employment Authorization Document Card
 - Foreign Passport/VISA with I-94 Global Entry Form
 - Form I-94A with Arrival-Departure Record & containing an endorsement to work
- Birth Certificates (minors)
- Social Security Card

PROFESSIONALLY MANAGED BY

FAIRFIELD
RESIDENTIAL

