

CERTIFICATION CHECKLIST

Ensure you have reviewed the Minimum & Maximum Income Limits and Occupancy Standards for this community, which is listed on the website or available in the Leasing Office. Once your application is accurately completed, signed by all required parties and all required documentation is submitted, it could take 1-3 weeks to process your file for review and approval. Each adult 18 years of age or older must complete an application.

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 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 – may vary by property)
- ☐ 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)

NOTE: All applicants in a household will be processed as one approval or denial for an apartment. If any one of the applicants is denied, all applicants will be denied. Denied applicants can reapply in 90 days. Any application may be rejected for any one of the following reasons:

* Background Check failed due to Credit and/or Criminal

* Your income is greater than the allowable maximum income for the Affordable Housing Program you have applied for

* Your income is lower than required to meet our minimum income rule for the Affordable Housing Program you have applied for

* You do not meet the student rule requirement for the Affordable Housing Program you have applied for

* Provisions of false information regarding income and/or other information requested with your application and/or withholding information

* Unverifiable source of income.