



PROSPECT/APPLICANT CHECK LIST

As a Prospect/Applicant to one of our properties, you are required to present the following Documents in order for your Application to be considered as complete and be submitted through the screening process.

1. **Residential Lease Application** – executed by each adult over the age of 18 that will reside in the property.
2. **Picture ID** – 1 per adult over the age of 18.
3. **SSN Card** – 1 per adult over the age of 18.
4. **Notice of Eligibility** – executed by each adult over the age of 18.
5. **Employment Verification Form** – executed by each adult over the age of 18.
6. **Rental History Verification Form** – executed by each adult over the age of 18.
7. **Non-Refundable Money Order or Cashier's Check for \$50.00** per adult applicant over the age of 18. (To pay this payment electronically please contact us at 469-398-2761)

PLEASE NOTE PROPERTIES ARE ON A FIRST COME FIRST SERVE BASE. IF YOU SUBMIT AN INCOMPLETE APPLICATION AT THE SAME TIME THAT ANOTHER APPLICANT SUBMITS A COMPLETED APPLICATION, THE SECOND APPLICATION WILL BE SCREENED FIRST.

AT YOUR DISTRECTION YOU MAY STILL COMPLETE YOUR APPLICATION AND SUBMIT YOUR FEE IN ORDER TO HAVE YOUR APPLICATION SCREENED; HOWEVER, THE FEE IS NON-REFUNDABLE.

ONCE AN APPLICANT(S) IS SCREENED AND THEIR APPLICATION(S) IS(ARE) APPROVED, THE APPLICANT(S) WILL BE NOTIFIED AND ANY AND ALL OTHER APPLICANT(S) APPLYING FOR THAT PROPERTY WILL ALSO BE NOTIFIED THAT AN APPROVED APPLICANT(S) HAS(HAVE) BEEN ACCEPTED FOR THAT PROPERTY.

****DISCLAIMER** SUBMITTING YOUR APPLICATION DOES NOT MEAN YOU ARE HOLDING THE PROPERTY OR THAT YOU ARE APPROVED.**