

# Tenant Checklist

Please bring this packet along with the items on the checklist to the company address listed below.

Every management company operates differently and qualifies their prospective tenant(s) in their own unique manner. Most companies will require you to bring a completed, signed, and initialed application along with the items from the checklist.

Management companies may require that your income exceeds 2.5 to 3x the amount of monthly rental rate. In determining your qualification, your credit score, debt to income ratios, length of employment, length of last residency may also be used. Don't be discouraged if your credit is poor. In some instances a second deposit may be requested to be qualified for the property.

This is a guide to assist you in organizing the items you may need so your application is complete upon arrival. Please contact the management company of the property to which you would like to apply to ensure that there is no additional paperwork required or any other items needed before you arrive.

**Rental Property Address:** \_\_\_\_\_

## Where to drop off your application package:

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Items to bring with you:

\_\_\_\_ 2 Most Recent Pay Stubs or

\_\_\_\_ 2 Most Recent Bank Statements

\_\_\_\_ State Issued photo ID or Passport

\_\_\_\_ L.O.R. from prior/current landlord

\_\_\_\_ Picture of pet(s) (if applicable)

\_\_\_\_ Application (initialed/signed)

\_\_\_\_ Duties Owed

\_\_\_\_ W9

**ATTENTION:** You could also be responsible for additional costs associated with the rental of a property. Consult with the leasing company prior to submitting your application for a list of tenant related costs and get all negotiations regarding the lease in writing. Read your lease carefully and seek legal advice if you do not understand your lease and/or lease terms prior to the signing.

## Fees/Deposits:

\_\_\_\_ Application Fee      \_\_\_\_ Security Deposit

\_\_\_\_ Pet Deposit      \_\_\_\_ Rental Rate

\_\_\_\_ Cleaning      \_\_\_\_ Other



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