

Date: _____

Dear Applicant,

Thank you for your interest in our community! We take pride in our management and in our apartment communities. We screen all of our applicants carefully and verify all information provided to us.

- Anyone 18 years and older must fill out a rental application.
- We run a credit check on EVERY applicant.
- We run criminal checks on ALL applicants and require all applicants provide us with a local.
- We run a sexual predator check on ALL applicants.
- We check previous rental history.
- We verify income and assets (where applicable).
- We verify medical expenses (where applicable).

The same screening and verification process is implemented for every applicant. By submitting an application to our community, you acknowledge that these checks and verifications will be done and give us your permission to do so by signing your application.

Please, sign and fill out your application completely. If you do not, we will NOT be able to process the application successfully. **Please, leave NO question unanswered.** If you have any questions when filling out the application please ask for assistance, we are here to be of service to you. We do charge an application fee, the amount is located at the top of your application. Please note if you are applying for an apartment in a HUD property and you paid an application fee, the fee will be returned to you.

If applicable – Please note that we will assist you in filling out an application to request a housing voucher from the local housing authority and will fax it to them. After faxing, it will be your responsibility to follow up with the housing authority as to where you might be in their process. This does NOT in any way guarantee that you will receive a housing voucher, and we are just happy to help you with submitting an application.

Please return along with your completed application:

- A local Sheriff's of Police Department (depending on area) background report for all applicants 18 or older.
- Application fee per application – We ONLY accept check/money order (NO CASH)
- 6-Current consecutive Pay Stubs – *if applicable*
- 6-months' Current/Consecutive bank statements for all "Checking" accounts
- Current bank statement for all "Savings" accounts
- Copy of Social Security card for ALL members of the household
- Copy of Birth Certificate for ALL members of a household for a **Subsidized application**
- Social Security Award Letter – *if applicable*
- Court Orders for all Child support awarded, custody/or guardianship – *if applicable*

We will do our best to process your application quickly and notify you in writing within 10 business days the status of your application. Once again, thank you for your interest in our community.

Sincerely,

Biggs Property Management