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## REQUIREMENTS FOR QUALIFICATIONS

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- 1-year employment with current employer
- 1-year rental history - \*not with family/friends\*
- Electric bill under your name
- Credit score of 600 or above
- Pet Free Community

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## DOCUMENTS NEEDED WHEN APPLYING (IF APPLICABLE)

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- Application fee: \$80.00 (MONEY ORDER ONLY)
- ID and Social Security Cards (for all adults) / Birth Certificate and Social Security Cards (for all minors)
- Marriage Certificate / Dissolution of Marriage if divorced / Death Certificate if widow.
- Single parents must submit Court Ordered Child Support documentation and Family Case History print out. Documentation can be obtained at  
Downtown office: **601 NW 1<sup>st</sup> Court, Room 1603, Miami, FL 33136**
- **Full-time students** (High School/College) must submit transcript from school attended. **College students** must provide print out of any Scholarship/Grants/Loans or Financial Aid received.
- Employment information for current employer (company name, address, phone and fax number)
- Most recent paystubs 4-6
- Self-employment: Must bring a **notarized** statement from accountant, attorney, or bookkeeper stating gross anticipated annual income, a **notarized** statement from business owner stating gross anticipated annual income, **AND** (a) financial records from business demonstrating cash flow **OR** (b) the last two income tax returns.
- Benefit Statement for any additional income from the respective organization (SSI/SSA, Retirement, Pensions, Cash Assistance, etc.)
- Copy of Lease Agreement **AND** Utility Bill under applicant's name as proof of residency at current location.

