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**Rental Check Off List**

1. File Folder with Property Address in Front of Folder not clients Name ( )
2. Customer Information Sheet ( )
3. Rental Application / Credit Check ( )
4. Copy of the Credit Check Receipt ( )
5. Proof of Income ( )
6. Copy of Photo ID ( )
7. Copy of Social Security ( )
8. Deal Sheet Form Completely filled out with dates ( )
9. Copy of Signed Lease ( )
10. Copy of Signed Disclosure Form ( )
11. Tenant’s Signed Lead Paint & Window Guard Forms ( )
12. Independent Commission Statement ( )

AFTER EVERYTHING IS FILLED OUT COMPETELYOU THEN GIVE THE FOLDER TO THE ASSISTANT ADMINISTRATION FOR PAYMENT