

Applicant Checklist

Required:

- _____ AppFolio Application, Credit, Background and Eviction History
\$49 fee per leasee/guarantor; paid online through secure link
- _____ Proof of income: Last two pay stubs or letter of Intent from Employer
**If self employed see below. If retired, copy of Social Security Income confirmation letter
- _____ Last two most recent checking account statements-ALL pages required.
* No screenshots or photographs; must have applicants name on statement
- _____ Photocopy of Driver's License, Front and back
- _____ Latest savings account statement-All pages (proof of move-in funds)
* No screenshots or photographs; must have applicants name on statement

If Self Employed:

- _____ Last 2 months, most recent Business Bank Statements
* All Pages No screenshots or photographs
- _____ First two pages of the Last two tax returns

OPTIONAL: But highly recommended

- _____ Personal letter of Introduction
- _____ Letter or payment history from your last Landlord

Please note that only complete packets will be forwarded to the Landlord for review and approval. To avoid delays, send all items required from the Applicant checklist.

Be sure to Black out Account Numbers- Leave only the last 4 digits showing.

**Questions? (805) 479-0343 or (805) 890-4414
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