

Dear Applicant,

Thank you for your interest in the property. To move forward with your rental application, please kindly provide the following documentation:

1. Full copies of your last two months of bank statements (all pages required)
2. Pay stubs from the most recent two months
3. If you are self-employed, please provide the first few pages of your Form 1040 tax return, including the Schedule C. There's no need to send the entire return.
4. If you own rental property, please include a copy of your Schedule K-1 or relevant tax documentation showing rental income
5. A clear copy of the driver's license for each adult occupant (age 18 and over)
6. Any other documents that can help demonstrate your ability to pay rent
7. A landlord reference letter, if available

Please also complete the rental application form attached below. Each adult (18 and over) who will reside in the home must submit a separate application.

If you have a service animal or an emotional support animal, please include the required documentation:

- For emotional support animals: a letter issued within the past 12 months by a licensed medical or mental health professional stating that the animal is needed in connection with a diagnosed condition
- For service animals: documentation showing the animal has been trained to perform specific tasks related to a disability

Once we receive your complete package, we will conduct a preliminary review with the owner. If the owner wishes to proceed, we will then send you a third-party link (e.g. RentSpree) to complete the credit and background check. This step is at your own cost and is non-refundable, regardless of the outcome.

We do not run your credit ourselves — you will be asked to complete the authorization directly through the platform.

Please note: we do not accept partial or piecemeal submissions. All required documents must be submitted as one complete package. If your submission is incomplete, we will notify you, and you will need to resubmit all required documents before your file is reviewed. Incomplete applications will not be processed.

We conduct all screenings in accordance with Fair Housing laws, and the documents requested are solely for verifying financial qualifications and household eligibility.

We aim to review complete submissions within two business days. If submitted near or during the weekend, we may respond on the next business day.

Thank you for your time, cooperation, and patience during this process.

Best regards,
Grace Hsiung
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