

Rental Application Procedure

Thank you for your interest in the rental property.

To obtain an answer for you as quickly as possible, please use this checklist and provide all information requested.

Incomplete applications and applications with missing documents will not be reviewed until complete.

All documents must be legible. Please do not text documents and everything must be in PDF format and submitted in one email.

All Applicants:

- Excellent Credit and Verifiable Financials are a Must!
- Use CAR Rental Application for all applicants.
- Application and Credit Report for each occupant over the age of 18 required.
- Copy of a current drivers license or valid photo ID, or current passport.

W-2 Employee:

- Most recent paystub showing YTD Total Earnings
- Verification of Employment from employer or recent employment letter.
- 6 months of most recent bank statements (all pages) Savings and Checking. PDF, no screenshots and must show applicants' full name.
- Always remove or line out any account number on the documents.

Self-Employed:

If self-employed full or partial

- First 2 pages of last 2 years Tax Returns - Must provide signed copy.
- 6 months of most recent bank statements (all pages) PDF, no screenshots
- Always remove or line out any account number on the documents.

Additional Income Sources:

Verification of other sources including but not limited to the following.

- Child support or alimony - include copy of court order.
- Pension - Provide copy of pension letter.
- Social security or disability - include copy of confirming letter.
- Employment commitment letter.
- Include history of and documentation of such additional income.

Applicants must qualify without a co-signer.

A \$500,000 liability renter's insurance policy will be required prior to key release.

Owner/Landlord reserves right to request additional documentation.

For Additional questions, please call:

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