

ITEMS WE NEED TO PROCESS YOUR APPLICATION

In order to ensure prompt processing of your application please include the following items:

- 1). Application. Submit a completed application for each adult who will occupy the leased property.

- 2). Income and Employment Verification.
 - a) We must verify employment and document income equal to 2.5 times the monthly rent. The easiest way to do this is to provide us with **3 months of pay stubs** (photocopies will be fine); or

 - b) If pay stubs are not available for some reason, or if they do not clearly identify the employer and the employee, an **employment and income verification letter** on the employer's letterhead may suffice, with a phone number for verbal verification; or

 - c) If you've been with the same employer more than two years, your two most recent **tax returns** (filed) will be acceptable; or

 - d) If you are **self-employed**, you can supply six months of bank statements (you can black out confidential information and just show the deposits); or

 - e) If retired, verifiable pension / retirement **award letters** will work.

You need not show all income from all sources, but we must have documentation from one or more of the above sources for the amount of 2-1/2 times the rent.

- 3). Identification. Provide a photocopy of Picture ID for each applicant; either a valid driver's license, state-issued identification card with photo, or a valid passport.

- 4). Pets. Photos of pets and Pet Application (for listings that indicate pets are permitted)

- 5). Application fee. **\$50 in Cash or Money Order** for one or two adults who will be on the lease (plus **\$35** for third and each additional signer) **NON-REFUNDABLE** Application Fee. An application must be completed in full for each adult occupant. Applicants may apply either to lease a specific property or to qualify generally for Sunbelt Realty properties.

Following processing, the Security Deposit is due within 48 hours of notification of approval and **MUST** be paid in the form of a **MONEY ORDER** or **CASHIER'S CHECK**.