



Application Checklist

INSTRUCTIONS

1. Complete all sections by circling YES or NO.
2. Make all notes in the appropriate section(s) provided.
3. When complete, forward this checklist and the application to the main office for final review.

Applicant's Name _____

Property Name _____

NOTES

1. Scoring "NO" for one or more categories does not cause an immediate denial. The application will require further review.
2. Before reviewing the application make sure that the following are submitted:
 - Completed application
 - Copy of current driver's license
 - \$25 money order processing fee
 - Copy of last (2) pay stubs

MANUAL REVIEW

1. Contact current landlord. Is the applicant currently a good resident?	Yes Go to #2	NO EXPLAIN:
How many times have payments been late?		
Is there a balance due?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Would you rent to applicant again?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Did tenant give proper move-out notice?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
NOTES:		
2. Employment verified?	Yes Go to #3	NO EXPLAIN:
NOTES:		

RESIDENT SCREENING REVIEW

3. Does the name and SSN match the application?	Yes Go to #4	NO Verify that information was entered correctly. If not resolved
4. Is total risk summary less than 550? Score: <input type="text"/>	Yes Go to #5	NO Go to #4b
4b. Is total risk summary between 551 and 650? NOTE: Any risk summary over 650 is not deemed acceptable even without conditions	Yes Can be accepted with First and Last months rent due at signing of lease.	NO
5. Is the applicant free from any evictions in the past 5 years?	Yes Go to #6	NO
6. Is the rent to income ratio less than 35%? Score: <input type="text"/>	Yes Complete	NO