

What to bring to your appointment:

It is very important that you bring the following information to your appointment (if applicable):

Proof of Income:

- Recent consecutive paycheck stubs totaling of 3 months.
- Award letters from authorized agency/court documents (if applicable).
- Student Financial Assistance.
- Self-Employment applicants must provide most recent year's tax return.
- Social Security and other benefits (COLA) (if applicable).
  - ❖ Bank Statements If Applicable: Must be Submitted
    1. Checking Account- (6) months statements
    2. Saving Account- Most recent statement
    3. All other assets (IRA, 401(k), Annuities, Stocks, Bonds, Mutual Funds, Certificate of Deposit, etc. - Most current statement.
- Military pay (excludes Hostile Fire Pay)
- Lieu of Earnings (unemployment, disability compensation, worker's compensation, severance pay)
- Periodic Allowances:
  1. Proof of Child support: We will only accept the income verification report. The report must read whether or not the case is cooperating or not cooperating. Court ordered award statement.
  2. Regular Cash Contributions and gifts
  3. Resident Service Stipend
  4. Death Benefits

Identification:

- Valid Government issued form of identification.
- Social Security Card or ITIN Taxpayer ID
- Valid Passports

Application/Deposits:

- \$17.50 for 1<sup>st</sup> applicant and \$12 for each additional lease holder (18 years of age or older) in the form of a money order.
- Deposit in a separate money order. Deposits vary depending on desired floor plan: 1/1 - \$100, 2/2 - \$200 and 3/2 - \$300.

\*Please note that without the required information we cannot properly process your application and your appointment will need to be rescheduled.