

APPLICATION CHECKLIST

Name _____ Apt # _____ - _____ M/I Date _____
 Account # _____

- ____1. Completed Application Received: Verify SSN, Zip Code, & Signature Proof of Insurance: 3rd Party A.P.I.
- ____2. Proof of Income Received Utility Account # _____
 Income Meets Requirements (3x Rent)
 Income Does Not Meet Requirements Rent Amount \$ _____
- ____3. "Rental Receipt" given Lease Term (In Months): _____
- ____4. Application Fee (*transaction printout in file*)
 \$35 Per/Person
 \$100 Administration Fee
- ____5. Deposit Paid (*LPenroll email or transaction printout in file*)
 \$150 Deposit Alternative (code 101)
 \$199 Deposit Alternative (code 202)
 1 Month's Rent Deposit
- ____6. Everything in RM: Call _____ Appt _____ Walk-in _____ Follow-up _____
- ____7. Run Credit Check
 Approved - Denied - Other: _____
- ____8. Rental Verification
 Good - Bad - N/A: _____
- ____9. Notes: _____

Rent Specials

Reviewed by Manager: Approved - Denied Approved w/Conditions: _____

____10. Changed to Customer Status - Lease Signed Date Entered
 Initials: _____ Date: _____

AFTER ACCEPTANCE

- ____1. Call Resident and Congratulate them! Remind them of "Rental Receipt" Information and their soon to be arriving e-lease.
- ____3. Create Folder
 Any Pets? N Y # _____ (\$ _____ fee + \$ _____/mo each) Asset Protect Insurance? N Y (\$ _____/mo)
 Garage/Carport? N Y # _____ (\$ _____ each) Storage/Other? N Y # _____ (\$ _____ each)
- ____4. Money Due at Move-In: Days _____ Rent \$ _____ Gar. \$ _____ Pet \$ _____ API \$ _____ Other \$ _____
Total Due at M/I: \$ _____
- ____5. Type Lease and send for **e-signature**, Ensure Keys are Made, and Schedule Lease Signing Time: _____

