

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

Rent Specials

____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: _____

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: _____

