

# APPLICATION CHECKLIST

Name \_\_\_\_\_

Apt # \_\_\_\_\_ - \_\_\_\_\_

M/I Date \_\_\_\_\_

Account # \_\_\_\_\_

\_\_\_\_1. Completed Application Received: Verify SSN, Zip Code, & Signature

Proof of Renter's Insurance:

\_\_\_\_2. Proof of Income Received

- Income Meets Requirements (3x Rent)
- Income Does Not Meet Requirements

- 3<sup>rd</sup> Party
- e-premium

\_\_\_\_3. Welcome letter given/sent

Utility Account # \_\_\_\_\_

Rent Amount \$ \_\_\_\_\_

Lease Term (In Months): \_\_\_\_\_

\_\_\_\_4. Application Fee (*transaction printout in file*)

- \$ \_\_\_\_\_ Per/Person
- \$ \_\_\_\_\_ Administration Fee

Rent Specials

\_\_\_\_5. Deposit or N/R Deposit Alternative Paid

- N/R Deposit Alternative 35% of Market Rate
- N/R Deposit Alternative and 1 Month Rent Deposit
- 1 Month's Rent Deposit (Traditional)

\_\_\_\_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.

\_\_\_\_2. Create Folder

Any Pets? N Y # \_\_\_\_\_ (\$ \_\_\_\_\_ fee + \$ \_\_\_\_\_ /mo each) Holding Fee Paid? \$ \_\_\_\_\_

Garage/Carport? N Y # \_\_\_\_\_ (\$ \_\_\_\_\_ each) Storage/Other? N Y # \_\_\_\_\_ (\$ \_\_\_\_\_ each)

\_\_\_\_3. Money Due at Move-In: Days \_\_\_\_\_ Rent \$ \_\_\_\_\_ Gar. \$ \_\_\_\_\_ Pet \$ \_\_\_\_\_ API \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

Total Due at M/I: \$ \_\_\_\_\_

\_\_\_\_4. Type Lease and send for e-signature, Ensure Keys are Made, and Schedule Lease Signing Time: \_\_\_\_\_

