

# Rental Application Submission Checklist

Use this checklist to ensure you have gathered all necessary documents and information before submitting your rental application. Write "Yes", "N/A", or your initials in the brackets once completed.

## 1. Applicant Details

Full Name:

Phone Number:

Email Address:

Property Address Applied For:

Proposed Move-in Date:

## 2. Required Application Documents

- [  ] Completed and signed rental application form
- [  ] Government-issued photo identification (Driver's license, State ID, or Passport)
- [  ] Proof of Social Security Number (for background and credit check verification)

## 3. Proof of Income & Employment

- [  ] Paystubs for the most recent 3 consecutive pay periods
- [  ] Most recent W-2 form or tax return (especially if self-employed)
- [  ] Bank statements for the last 2 months
- [  ] Employment verification letter on official company letterhead stating salary and tenure

## 4. References & History

- [  ] Contact information for past landlords (spanning at least the last 2 to 3 years)
- [  ] At least two professional or personal reference contacts
- [  ] Written history of previous addresses, including move-in/move-out dates

## 5. Fees & Additional Requirements

- [  ] Application fee payment (Receipt or confirmation number if paid online)
- [  ] Signed credit and background check authorization form
- [  ] Co-signer / Guarantor application and documentation (if applicable)
- [  ] Pet records, photo, and vaccination certificates (if applicable)

## Notes & Follow-up Items

Note 1:

Note 2: