

<u>Name of Tenant:</u>	
<input type="checkbox"/>	Proof of renter's insurance policy including, but not limited to fire, theft and water damage with a limit of not less than \$50,000 personal coverage and not less than \$500,000 liability coverage.
<input type="checkbox"/>	Application Payment Confirmation
<input type="checkbox"/>	Application
<input type="checkbox"/>	Credit Report
<input type="checkbox"/>	Current ID, Visa and Passport for All Foreign Clients Including Canada
<input type="checkbox"/>	Landlord Reference Letter stating Clients monthly rent, length of residency, and punctuality of monthly payment or Proof on 6 months of Rental Payments.
<input type="checkbox"/>	Employment Letter Dated within the last 30 Days on Official Company Letterhead. Needs to Include Clients Title, Company Start Date, Current Salary, Bonus (only if guaranteed), Housing allowance (If applicable). <u>Must be a signed letter. 45X The Rent</u>
<input type="checkbox"/>	CPA Letter if Self Employed must be in CPA's Official Letterhead The letter must include the Following: Length of Client and CPA relationship, Clients Company Name, the number of years the corporation has existed, <i>Personal</i> Adjusted Gross Income for the last 2 years (2017 and 2016), Projected income for the next year. <u>Must be signed. 45X The Rent</u>
<input type="checkbox"/>	Work Number: If Client's company uses The Work number the CLIENT must send us a completed Verification.
<input type="checkbox"/>	If Student Proof of Enrollment (Acceptance Letter, Class Schedule, Semester Bill)
<input type="checkbox"/>	2 Most Recent Pay Stubs
<input type="checkbox"/>	Tax Returns for the most recent 2 years 2017 and 2016 (<u>We only need 1st and Signature Page - They will have the Clients AGI and information on who filed the taxes</u>). If Clients are on extension, please include W-2 and filed extension in lease package for 2017. If client is Self Employed we need the first 3 Pages of their tax returns for the most recent 2 years 2017 and 2016, and If company is an S-Corporation, provide the Schedule E of tax returns.
<input type="checkbox"/>	Only the Most Recent Bank Statement with Clients Name and Account Numbers. (If client insists on blacking out account numbers they can do so but must not black out the last 4 numbers) Client must show liquid funds to cover 6 months of Rent.
<input type="checkbox"/>	Most Recent Investment Statement with Clients Name and Account Numbers. (If client insists on blacking out account numbers they can do so but must not black out the last 4 numbers)
<input type="checkbox"/>	Vet Letter and Picture if a Client has a Pet. We will also need \$1,000.00 Pet Deposit. If it is dog 50 dollars will be added monthly to their rent.