

DBCLT _____
 Palm Manor _____
 SW 12th Apts _____

Rental Application Checklist

Applicant: _____

Co-Applicant: _____

Date Submitted: _____

Required Application & Documents:	Documents Submitted		Date Received
Rental Application	Yes	No	
Credit report/Background Check	Yes	No	
Application Fee: \$75.00 (Only accept money orders)	Yes	No	
Membership Form	Yes	No	

Required Identification:	Documents Submitted		Date Received
Copy of Driver(s) License for all adults	Yes	No	
Social Security Card for all Household members	Yes	No	

Required Financial Documents:	Documents Submitted		Date Received
Verification of Employment Form/ Copies of paystub (6 weeks)	Yes	No	
Verification of Social Security Benefits Form	Yes	No	
Verification of Retirement/Veterans Administration Benefits Form	Yes	No	
Current Landlord Information	Yes	No	

Calls Made	Date Made
Current Landlord	

Recommendation	
Evelyn Dobson	Date _____ Approve _____ Deny _____

By signing below I/we understand that the \$75.00 Application fee is nonrefundable.
 My/our signature also acknowledges that the submittal of an application is not a guarantee of approval.

By signing below I/we understand that if a fee is associated in verifying my employment or assets I/we understand that the I/we as the applicant(s) will be responsible for that fee.

By signing below I/we understand that the application will only be valid for six months. If I/we decide to remain on the waiting list after six months there will be a \$25.00 fee per person to complete another background check.

 Applicant

 Co-Applicant