



## Application Check List

Application fee: \$35.00 per adult

Thank you for applying with SIGNATURE GROUP REALTY & PROPERTY MANAGEMENT!

### **QUALIFICATIONS:**

- 2.5 times the rent (NET INCOME – after all deductions)
- NO EVICTIONS
- NO FELONIES
- NO JUDGMENTS and/or COLLECTIONS from UTILITY COMPANIES, PROPERTY MANAGEMENT COMPANIES, and LANDLORDS

Below is an application check list of all the requirements necessary to complete your application.

Once your leasing representative has received **ALL** of the necessary items on this check list it will take about **5 to 7 business days** to receive a notification of approval from our company.

For any other questions please refer to your leasing representative.

Required (\*) If applicable (▲)

- \* Copy of Photo ID and Social Security Card.
- \* Complete and fill out the online application.
- \* Complete the Online Screening Questionnaire
- \* Provide proof of income:
  - Please select at least one option from the list below to provide:
    - 3 months of bank statements
    - 3 months of paychecks or paystubs
    - Any or all award letters for current supplemental/non-earned income from SSI, AFDC, IHSS, Child Support or Other.
- ▲ All Section 8 paper work including: Voucher, F-Sheet and Packet.

Please note that if any of these requirements are not provided or completed after **48 hours** after receiving your application fee, your application will be considered incomplete and will be denied.

**All applications are non-refundable.**

Thank You!