

## **RENTAL APPLICATION REQUIRED ITEMS**

1. A copy of your “state issued” photo ID (ONLY)
  2. A copy of your social security card
  3. The completed rental application (*One application must be completed for each adult that will be living in the apartment (NO EXCEPTIONS)*)
  4. A \$40.00 application fee (*One fee for **EACH ADULT APPLICATION** - NO PERSONAL CHECKS ALLOWED - CASH OR MONEY ORDERS ONLY- please verify who it gets made payable to prior to filling it out*)
  5. Proof of income for every adult application (*NO EXCEPTIONS*) *\*Acceptable proof of income is as follows: (2) most recent paystubs – \*If you are paid weekly, bi-weekly or monthly, your two most recent paystubs MUST be from the current month\**
  6. If you have a checking account, savings account or any additional income that you would like to be counted towards your application, please submit copies/proof of that income (**OPTIONAL**)
    - Copy of your MOST recent banks statements (*These MUST show your name, the banks name and the current month’s date ONLY*) any/or social security income-award letters and/or this month’s bank statement showing the direct deposit of your SSI, etc.
- If you have any questions please email me at [jgabriel@gabrielbuildinggroup.com](mailto:jgabriel@gabrielbuildinggroup.com)
  - If anything on the application does not apply to you, please put – N/A
  - If your rental application is NOT returned with all the items listed above, it will be considered “incomplete” and **will NOT be processed**

**THE RENTAL APPLICATION WILL NOT BE PROCESSED UNTIL THE ENTIRE APPLICATION FEE IS RECEIVED - NO EXCEPTIONS**

**APPLICATION FEES ARE NON-REFUNABLE**