

APPLICATION INSTRUCTION SHEET

READ THESE INSTRUCTIONS CAREFULLY.

1. Your application must be complete and accurate to be considered for processing.
2. The application must be completed in English. You may wish to have a friend or relative help you to complete the application.
3. You must include copies of paycheck stubs from all sources of income for the last three (3) months, for all adults (18 years of age and older) in the household or your SS and SSI letters from the State of CA and the Federal Government.
4. All adults (18 years of age and older) in the household must sign an applicant's authorization and consent form. Make additional copies of this form if needed.
5. Your application must include clear, readable photocopies of your most recent (2009) Federal Income Tax Returns and all W-2s or 1099s.
6. You must include copies of bank statements for the last six (6) months for all bank accounts.
7. You must include **\$21.00 for each adult (18 years of age and older) applicant.** This \$21.00 pays for a credit report and criminal background report. If you apply to more than 1 of the apartment buildings that we manage, you only have to pay this fee once. Indicate to the manager where and to whom you submitted your credit check payment. You may pay for more than one adult with a single check or money order.

If you have lived in another county within the last 12 months, an additional fee may be necessary to obtain a criminal check. The amount is set by the county providing the information. At no time shall you pay more than \$42.00 for a credit report.

8. Applications that are not filled out completely and do not contain all requested material will not be considered complete and will not be processed.
9. Copies of photo Identification cards for all adults 18 and over.



TDD # 1-800-735-2922