

- _____ *Application:* Completed with **NO Blank spaces**, all adult occupants (18 years and older)
- _____ Application Fee: \$50 each adult applicant (18 years and over) Money Order or Cashier's Check
- _____ Security Deposit: Separate Money Order or Cashier's Check
 - \$150 due at application to hold a unit for 30 days, balance due at lease signing.
 - Security Deposit minimum of \$500 up to \$750 or one (1) month's rent, whichever is greater.
 - Upon receipt of background screening, a larger deposit may be required.
- _____ Social Security Cards: All US Citizens and Permanent Resident Aliens
- _____ Form I-551, Alien Registration Receipt Card (Green Card): All Permanent Resident Aliens
- _____ Birth Certificates: All occupants under 18 years old
- _____ Photo identification - All occupants 18 years and older which includes but is not limited to:
 - Valid State Driver's License or State ID (Must obtain Florida license or ID within 30 days of move-in)
 - Current Valid Passport or Valid Government Issued ID
- _____ Income Documentation, including but not limited to the following:
 - Alimony: Court Order, Divorce Decree
 - Child Support: Court or Administrative Order and Debit/Pay Card Statement: Current month
 - Custody: proof of custody or guardianship of minor children (birth certificate or guardianship papers)
 - Employer's Name and Fax Number: Pay Stubs covering most recent 8 weeks
 - SS Retirement: Annual Award Letter showing gross monthly payment
 - SSI, SSA, SSD: Award letter dated within 90 days of application date showing gross payment
 - TANF/AFDC/Food Stamps: Agency documentation verifying monthly benefit amount
 - Worker's Compensation verification of benefit amount
 - Unemployment Benefits verification of benefit amount
 - Military Employment: Base Pay, Longevity Pay, Proficiency pay, Sea pay, Foreign duty pay, Hazardous Duty Pay, Imminent danger pay, Subsistence allowance, Quarters allowance
 - VA Benefits: Award Letter
 - Business Income: Profit & Loss Statement, Tax Return 1040 with Schedule C
 - Recurring monetary gifts: notarized affidavit (from the gift giver) that provides the purpose, dates and value of the monetary gifts. (Cannot exceed 20% of gross household income)
- _____ Asset Documentation, including but not limited to the following:
 - Checking account: 6 months of statements
 - Savings account: Current statement
 - Pay Card: Current Statement (i.e. FL EPPI, NETSPEND, DIRECT EXPRESS)
 - 401(k)/IRA/Pension (Most recent statement)
 - Mortgage statement/documentation (if sold within last 2 years, submit settlement statement)
- _____ Live-In Aide (A person who resides with one or more elderly persons, near-elderly persons, or persons with disabilities to provide the necessary supportive services essential to the care and well-being of the applicant or a household member)
 - Verification that the live-in aide is needed must be obtained from the occupant's physician, psychiatrist or other medical practitioner or health care provider.
 - Complete a "Live-In Aide Questionnaire" and pay \$25 processing fee
 - Complete an "Authorization to Release Information" form
 - Provide verification of aide's SSN and photo ID
 - Must meet the screening criteria excluding credit check
 - Must be on lease as an occupant and sign "Live-In Aide Addendum"
- _____ Animal Addendum, **NO ANIMALS WITHOUT MANAGEMENT APPROVAL**

\$250 Pet Fee per pet	\$10 Pet rent per month per pet
Licenses and Proof of Vaccinations	Maximum 2 animals per household
Bring in animals for photo session	Cats or dogs only, 25 pounds max weight
- _____ Housing Choice Paperwork (if applicable)
 - Current Voucher
 - Counselor's Name & Phone Number

Once your application and all required documents have been received, the information will be verified. This process can take 5 to 7 business days before move-in.

Failure to provide all requested documentation may be cause for denial of your application or delay of your move-in.