



CHARLOTTE RENTAL
PROPERTIES

APPLICATION CHECKLIST

Name of Applicant(s) and Address Applying For

- All of application(s) signed
- All yes/no boxes checked
- Name, birth date, social security number, and phone number
- Current address and dates living in that unit
- Landlord/rental agent information completed with phone number
- If you have pets – we need breed, weight, and picture of the pet
 - If you have a service animal, we need proper documentation.
 - If you have an Emotional Support Animal, we need the following:
 - Verification letter from health service provider
 - Proof of vaccinations
 - Required licenses, permits, and fees paid
- Current employer and phone number listed
- Valid picture ID(s) or passport(s) if not US citizen
- Social security card(s) or proof of full SS number on paystub or tax return
- Proof of income
 - If you are currently employed, we need your 2 most recent, official pay stubs
 - If you are self-employed or an independent contractor, we need copies of your 2 most recent tax returns and copies of your 2 most recent bank statements
 - If you are starting a new job, we need your job offer letter from your new employer, on company letterhead
 - **Combined household income must be *at least* 3 times the rent amount**
- \$50.00 (NON-REFUNDABLE) cash application fee for each adult – everyone 18 years or older that plans on living in the unit is required to fill out a separate application

**IF YOU ARE APPROVED, YOU MUST BE ABLE TO PAY THE SECURITY DEPOSIT
WITHIN 48 HOURS OF ACCEPTANCE.**