



Application Cover Sheet

Documents Required for Apartment Application

- Fully completed application for each applicant, including social security number, telephone number and signature.
- Photo identification, Social Security card for all occupants, Birth Cert for minors.
- 4 Most recent pay stubs.
- Last W2 form and Tax Return.
- Letter from employer (on company letterhead) stating current salary and length of employment.
- Letter from Current Landlord with payment history.
- Copy of Section 8 Voucher and case worker contact information (If applicable.)
- Current public assistance budget letter PA/SSI/SSDI award letter (if applicable.)
- Non - Refundable \$75.00 credit check fee for each applicant.

In some cases with prior notice, you'll be required to pay additional fees depending on the building.

Your income must be documented. If you don't have your last income tax return, include a letter from your job.

For All Section 8 clients

About "Security deposit" and "Broker's Fee"

Please note that Section 8 doesn't pay for "Security" or for "Broker's fee".

If you are not on PA then you are responsible for the security and the broker's fee.

In order to receive your keys after the apartment has been approved and you receive your move-in letter, the security deposit, your share and also the Brokers Fee have to be paid in full.

Also if you apply with Public Assistance for the "ONE SHOT DEAL" you will not receive your keys until you bring in the checks.

ALL PAYMENTS MUST BE CERTIFIED CHECKS, BANK CHECKS, MONEY ORDERS, OR CASH

Amount Needed for rental: _____

First Month Rent Payable to: _____

Security Deposit Payable to: _____

If Required:

Last Month Rent Payable to: _____