

## Items to bring with you to apply for a studio apartment at Spring Terrace:

- Application Fee** - \$29 in the form of a Money Order or Cashier's Check which will be used to run a credit history/criminal background check. This Application fee is non-refundable.
- Income Verification** - Examples:
  - Employment: Most recent two (2) months of consecutive paycheck stubs for each job or letter of job offer if recently hired.
  - Self-Employed: Most recent Tax Return (Schedule C) and up to 12 months of current Bookkeeping Records with supporting documentation – such as 1099's, Profit & Loss Statement, Accounting Records, Receipts, Invoices, Business Checking Account Statements, or Earning Statements for Lyft, Uber, Instacart, Favor etc. Please note, you must have supporting documentation to show current income from your business in addition to prior year's tax return. If we cannot verify your income, your application may be denied.
  - Other Income/Benefits: such as a Social Security Award Letter for the current year, VA Benefit Letter, Unemployment, Disability, Pension, Retirement etc.
  - Friend/Family Support: Notarized Statement from person giving the support including the monthly amount of support, date support began and date expected to end.
- Asset Verification** for each asset owned. You will need to know the current balance and the amount each account earns in the form of interest (APY), dividends, or rate of return:
  - Checking Accounts: 6 months of statements for each account – all pages, no redactions
  - Savings Accounts: most recent statement for each savings or pre-paid debit card
  - Investment Accounts: current statement for any account such as Stocks, Bonds, Individual Retirement Accounts, Pension, Mutual Funds, 401K, IRA, Money Market, etc.
  - Real Estate: information for any Real Estate currently owned or sold within the previous 2 years. If the property is currently owned, bring a current Mortgage Statement and recent appraisal. If sold within the past 2 years, bring the Settlement Statement received at closing. If the property is being rented, bring a copy of the current lease agreement or rental contract. If the property is up for sale, bring a copy of the Sales Contract.
- Current and Previous Employer Information** – if applicable
  - Name, address, phone/fax number and contact information for direct Supervisor
  - Hire Date at current job and currently monthly income amount
  - Last date of employment for previous job (required if at current job less than 2 years)
- Current and Previous Landlord Information** (even if you are not the lease holder) including:
  - Name, address, phone/fax number and contact information of property owner/landlord
  - Date of move in and current rental amount paid.
  - Information for previous landlord (required if at current address less than 2 years) including date you moved in and out of the property.
  - Information for any shelters or transitional housing situations and dates of stay.
- Current ID**, Social Security Number (or Alien Registration #) and Date of Birth
- School contact information and Student ID** if you are a full or part time student.
- Section 8 Voucher**, please bring your Housing Choice Voucher information