

RENTAL CHECKLIST

Steps to apply for rental unit:

- 2 page rental applications with ALL sections filled out for each adult 18 and over.
- \$25 application/credit check fee per applicant
 - Cash, Check, Money Order, Credit Card
- No pets
- Must have 2 ½ times the monthly rent rate in verifiable gross income
- Applicant responsible for providing documents upon request:
 - Proof of rent payments made on time at previous home: cancelled checks, landlord letter, VOR form signed by applicant etc.
 - Proof of income: Paystubs, SSA letter, child support etc.
 - Proof of employment: Employment letter or VOE form signed by applicant.
 - Proof of funds: Bank statement
 - ID card, Social Security card
- Section 8 Tenants:
 - Voucher amount must cover rent amount
 - Landlord package must be brought or mailed to office
 - Tenant must be present for initial Section 8 inspection
 - Tenant is to move in refrigerator prior to inspection date
- Deposit is usually 2 times the rent amount. Ex: if rent is \$900, deposit is \$1800.
 - Security deposit cannot be applied as “last month’s rent”
 - On move out, last month’s rent must be paid.

All items, except for the Section 8 Landlord package, can be faxed, emailed, or mailed to the office.

laura@myfirstchoicelender.com

818-837-6600 Office 818-827-4902 Fax

The Section 8 Landlord package must be dropped off personally or mailed to the office since the originals are needed.