PRESTIGE PROPERTY
MANAGEMENT SERVICES

FOR TENANTS

Rental Application Checklist

Prestige Property Management Services cannot process a rental application unless the following documents are received with the application.

Completed and signed rental application
- o all sections must be filled out, no blank or empty spaces, must have phone numbers, social security numbers, complete names, etc.

Valid ID or Driver's License (must be government issued picture ID, state issued or Passport)

$25 Application Fee Per Adult (each applicant over age 18)
- o If paying cash must be exact change
- o If paying by check, must be made payable to Prestige Property Management
- o (Application fee is Non-Refundable regardless of application status)

Proof of Income (see below for acceptable forms of proof, must be legal and verifiable)

If applicant is self-employed, provide 1-2 years' tax returns

Minimum 2 years' rental history

Acceptable Forms of Income Verification

- ✓ 2 most recent paystubs or check-stubs for last 30 days
- ✓ Last 1-2 years' tax returns if self-employed
- ✓ Income Award Letters
- ✓ Divorce Decree or other Settlement
- ✓ Child Support/Alimony Letters
- ✓ Benefit Award Letter or Proof of Award Letter (SSI/SSA/SSD)
- ✓ Unemployment letter
- ✓ Worker's Compensation
- ✓ VA Pension
- ✓ Retirement or Pension verification letter