



510 24<sup>th</sup> Street, Suite A  
West Palm Beach, FL, 33407  
M-F 9:00 am – 5:00 pm

### Rental Property Document Checklist

**Complete your application; you will need to provide Original or Certified Copies of the following documents for all household members. (Please bring the originals to your In-take Appointment):**

1. Proof of legal residency for all household members. Acceptable proof may be a U.S. birth certificate, U.S. Passport, Green Card, or a Naturalization Certificate
2. Social Security Cards (without any restriction) for every household member
3. Valid government issued picture ID for each household member over 18 years of age such as a driver's license, state issued ID card, or U.S. Passport.

#### **Required Non-refundable Application Fee:**

4. A \$50.00 non-refundable application fee per adult (18 years old) is required to begin the application process. No cash or personal check, we accept cashier's check or money order. Once this fee is paid there will be no refund

#### **Prior Ownership of Primary Residence:**

5. Have any of the household members own a primary residency within the past 3 years?  
Yes \_\_\_\_\_ No \_\_\_\_\_

#### **Pet Policy:**

6. Do you have pets? # of Dogs \_\_\_\_\_ # of Cats \_\_\_\_\_
  - You will need to acquire and maintain a renter's insurance policy with pet liability coverage in the amount of \$100,000 per incident/occurrence involving the animal and include the agency as an additional insured
  - Proof required to document that an animal is not in full or a portion of a breed on the prohibited list must be provided at tenant's expense and by a Florida Board Certified Veterinarian
  - Single-Family Homes: non- refundable \$500.00 per pet fee. 2 Pet Maximum (Pet Restrictions apply)  
Apartments, Duplex & Triplex – **No pets allowed**

**Required Documents for Income & Asset Verification** (The home you are looking at has been partly funded with government funds and incomes cannot exceed program limits).

7. 2016 Tax Return with W-2 for all household members over 18 years of age
8. 2015 Tax Return with W-2 for all household members over 18 years of age
9. Most recent 30 days of pay stubs for all household members over 18 years of age
10. Most recent 3 months of bank statements for all accounts
11. Proof of all other household income received including: pensions, child support, and social security etc.

**Landlord References, Criminal & Background Checks and a Home Visit of your current Residence is mandatory.** They will be performed once all of the above required documents have been received and reviewed for eligibility.