

FORM 5-5 Application Checklist

[company logo, name, and address]

Property	Applicant
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Agent	Anticipated Move-in Date	Apartment No.
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Application Checklist should be completed for all applications. Answers on the application should be confirmed by credit check and with employer and landlord, etc. Responses, agreement, and discrepancies should be noted as appropriate on the application. Checklist should be used in conjunction with the Move-in Checklist, Form 11-4.

	8y	Date
1. Completed application received.	_____	_____
2. Application and deposit fees received.	_____	_____
3. Impressions of applicant based on interview: _____ _____	_____	_____
4. Bank reference obtained:	_____	_____
a. Accounts opened: _____		
b. Checking balance/range: \$ _____		
c. Savings balance/range: \$ _____		
d. Ask if any bank loans outstanding. Contact: _____ Title: _____		
5. Credit check completed. Agency: _____	_____	_____
For each credit reference, ask:		
a. What is the amount of outstanding balance?		
b. What is the minimum monthly payment?		
c. Does applicant pay on time?		
d. What is the amount of credit line?		
e. What is the rating?		
6. Employment verified (prior two years).	_____	_____
a. Ask about likelihood of continued employment:		
(A) Contact: _____ Title: _____		
(B) Contact: _____ Title: _____		

(continued)

	By	Date
7. Spouse's employment verified.	_____	_____
a. Ask about likelihood of continued employment:		
(A) Contact: _____ Title: _____		
(8) Contact: _____ Title: _____		
8. Housing verified (prior two years).	_____	_____
a. Ask prior landlords: Would you rent to applicant again? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, ask for an explanation.		
b. Did applicant pay on time? <input type="checkbox"/> Yes <input type="checkbox"/> No		
(A) Contact: _____ Title: _____		
(B) Contact: _____ Title: _____		
9. Personal references called (if necessary): _____	_____	_____
10. Income qualification summary/analysis:	_____	_____
Monthly Payments:		
Bank loan(s) \$ _____		
Auto loan(s) _____		
Credit card(s) _____		
Other _____		
Subtotal \$ _____		
Add: Rent _____		
Total \$ _____		
Gross Monthly Income:		
Applicant \$ _____		
Spouse _____		
Total \$ _____		
_____ % of total gross monthly income		
_____ % of total gross monthly income		
_____ % of total gross monthly income		
<p>If sum of rent and monthly payments exceeds total gross monthly income, application is rejected; if percentage of rent and monthly payments is less than _____% of gross monthly income, application may be approved, subject to information on other portions of the application.</p>		
11. Application meets minimum income requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, reject application.	_____	_____
12. Verification letter(s) mailed: <input type="checkbox"/> Employment <input type="checkbox"/> Credit <input type="checkbox"/> Residence	_____	_____
13. Verification letter(s) returned: <input type="checkbox"/> Employment <input type="checkbox"/> Credit <input type="checkbox"/> Residence	_____	_____
14. Evaluation: <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	_____	_____
15. Application and Checklist reviewed by manager.	_____	_____
16. Prospect notified of approval/rejection.	_____	_____

(1) An application should be completed by each adult. (Married couples can complete one form.)

NOTES:

	By	Date
Reviewed	_____	_____
Reviewed	_____	_____