



River West Lofts

A RESIDENTIAL COMMUNITY

APPLICATION REQUIREMENTS AND POLICIES

To be submitted with your completed application:

1. An original letter of employment verification on company letterhead signed by your Human Resources Department stating your position and start date with the company, current annual income and prospects for continued employment. Expedite this process by signing and submitting with your application an Employment Verification release form available from the Rental Office and including the employer's fax number in the margin of the application.
2. Original W-2 forms for the past two years which will be copied and returned to you; or if you are self employed, copy of the previous two year's tax returns showing gross and net earnings and an original notarized letter from your Certified Public Accountant or your Attorney stating your occupation, annual income and attesting to your earnings for the past two years.

Residential History Verification:

Renter: Original letter from each landlord for the past two years verifying length of residency, monthly rent, rental payment history, other names on lease and eligibility for renewal. Expedite this process by signing and submitting with your application a Residential Verification release form available from the Rental Office and including the landlord's fax number in the margin of the application; and/or,

Home Owner: Original letter from mortgage company or copy of a current mortgage statement or property tax receipt showing payment history for the past two years and that payment is current. (If selling home prior to renting at *River West Lofts*, please provide copy of sales contract. If renting your home to someone else, please provide a copy of the current lease); and/or,

Living with parent or guardian: Copy of a current utility bill addressed to the homeowner and a piece of mail addressed to the applicant at the same address.

An Excellent credit history is required. Applications are processed upon receipt of all required documentation. If required documents cannot be provided, *River West Lofts* will ask for additional items for qualification. Applicants are promptly notified upon approval and will be required to execute a lease contract within three days of this date. At that time,