

APPLICATION SIGNED BY ALL APPLICANTS

TO BE FILLED IN BY STEVEN D. BELL & COMPANY ASSOCIATE

APPLICANT 1

ID #	TYPE OF ID	STATE / COUNTY ISSUING ID	ID EXPIRATION DATE	STILL VALID?	ID MATCH APPLICANT?
				YES NO	YES NO
ADDRESS ON ID		CITY, STATE, ZIP		DOES ADDRESS INFO MATCH APPLICATION?	
				YES	NO

APPLICANT 2

ID #	TYPE OF ID	STATE / COUNTY ISSUING ID	ID EXPIRATION DATE	STILL VALID?	ID MATCH APPLICANT?
				YES NO	YES NO
ADDRESS ON ID		CITY, STATE, ZIP		DOES ADDRESS INFO MATCH APPLICATION?	
				YES	NO

ONESITE RESULT			Date Processed: _____
			Processed By: _____
	GREEN LIGHT	Notify Applicant of pre-approval and continue with proof of income and resident rental history.	
	YELLOW LIGHT	Give OneSite Result Letter to Applicant. Proceed with Resident History. If results are good, charge deposit of one (1) month's rent and/or secure sure deposit bond.	
	RED LIGHT	Inform Applicant of denial. Mail Applicant the OneSite Denial Letter.	

Guarantor / Co-Signer (Co-signer is only accepted for students.)

Must meet Credit and Criminal Background requirements. Gross monthly income must equal six (6) times monthly rent. Guarantor's application must be run separately from the Applicant's application.

Proof of Income

- ▶ Currently Employed: Provide consecutive and most recent pay stubs for the last four weeks
- ▶ Self-Employed/Unemployed/Retired: Provide documentation of sources of income, including assets, to be considered. Prior year tax returns are recommended.
- ▶ Assets: Monthly rent times the income requirement times 12 months must equal total assets

Criminal Background

A criminal background check will be conducted for each Applicant. The criminal search will be run for all addresses at which the Applicant(s) has resided over the previous 24 months. The application will be rejected for any of the following reported criminal related reasons that have occurred within the ten (10) years prior to the application date:

- ▶ Felony conviction
- ▶ Any terrorist related conviction
- ▶ Any illegal drug related conviction
- ▶ Any prostitution related conviction
- ▶ Any sex related conviction
- ▶ Any cruelty to animals related conviction
- ▶ Misdemeanor conviction involving crime against persons or property
- ▶ Any of the above related charges resulting in "Adjudication Withheld" and/or "Deferred Adjudication"
- ▶ Active status on probation or parole resulting from any of the above

Resident History

Verify all Applicants for the past 24 months. Up to four late or two NSF's (within a 24 month period) are allowed.