

Income Documentation



Please have at least one of the following forms of acceptable income documentation before you apply to expedite the application process. We cannot accept copies that are illegible.

W2 Employee

- Paystubs: One most recent paystub (YTD is used and calculated based on the number of pay periods) Note: Bonuses may be used.
- One current month of full bank statements: (detail of all transactions) Note: No joint bank accounts may be used unless all joint owners apply as leaseholders. No prepaid or PayPal accounts will be accepted. Tax Refunds will not be accepted as monthly income.
- Offer letter or income verification from the Applicant's Employer: must be current or for a job starting within 30 days of move-in, on company letterhead (or notarized) and signed by the appropriate Human Resources or Company officer, with his/her contact information.

Self-Employed:

- Financial statement: One month (or prior year-end statement if prior to April 15) must be submitted. Note: Statement must be prepared by a Certified Professional Accountant, tax accountant, or other certified banking representative.
- Bank Statement: One most recent month of personal or corporate bank statements are required to calculate the gross monthly deposit per household. Note: No joint bank accounts may be used unless all joint owners apply as leaseholders. No prepaid or PayPal accounts will be accepted.

Commission Based Income, Benefits and Savings Accounts or Variable Income (Multi-Page Documents):

- **Tax Return, W-2, or 1099:** okay if combined with your most current bank statement showing current employment. Note: A return from the previous year will not be accepted after April 15 unless proof of a tax filing extension is submitted with the previous year's tax return. A W-2 or 1099 from the previous year shall not be accepted after January 31.
- **Social Security disbursement letters:** A disbursement letter from the current year showing monthly amount or statement.
- **Disability/Retirement Disbursement:** A disbursement letter from the current year showing monthly amount or statement.
- **Child support:** A court order or a notarized letter from an attorney: additional document as necessary.
- **Savings Account:** (detail of all transactions) a minimum average ending balance of three times the monthly rent for the term of the lease is required. For example, if the monthly rent is \$1000 with a 12-month lease term, the average ending balance must be a minimum of \$36,000. Note: No joint bank accounts may be used unless all joint owners apply as leaseholders. No prepaid or PayPal accounts will be accepted.

