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.