HELLER
ORGANIZATION

RENTAL APPLICANT CHECKLIST:

- We require rental applicant(s) to produce a combined annual salary of 40-50x the monthly rent of the apartment; if these requirements are not met, a *guarantor* is needed.
  (The requirements below may vary depending on the Landlord)

1) Most recent pay stub(s)
2) Copy of Photo ID
3) Most recent bank statements: checking/savings (Must have your name printed on the statement!)
4) Brokerage account statements (if available)
5) First 2 pages of past two years of tax returns
6) Employment letter and company letterhead stating salary and length of employment
   *If self-employed a letter from your accountant stating annual income and source of income

GUARANTOR REQUIREMENT CHECKLIST:

- We require the guarantor to produce an annual income of approximately 80-90x the monthly rent of the apartment.

1) Fill out separate application as if securing apartment for yourself *(additional application fee will most likely be required)*
2) Copy of bank statement for any checking or savings account listed (Must have your name printed on the statement!)
3) Copy of Photo ID
4) Brokerage account statement(s)
5) Last two pay stubs
6) First 2 pages of past two years of tax returns
7) Employment letter on company letterhead stating salary and length of employment
   *If self-employed a letter from your accountant stating annual income and source of income

HELLER
ORGANIZATION

- APARTMENT RENTAL APPLICATION -

Date: ____/____/_____   Rental Agent/Firm: _____

Building Address: _____ Apt #: _____ Size: _____

Length of Lease: _____ To Begin: ___/___/_____ To Expire: ___/___/_____

Monthly Rent $ _____ Security $_____ Prepaid Rent $_____

Applicant's Name: _____

Current Address: _____

Phone # _____ Email: _____

Name of Current Employer: (Firm) _____

Address: _____ Phone: _____

Type of Business: _____ Position Held: _____

Length of Employment: _____ Annual Base Income $ _____

Other Sources of Income: _____

Social Security #   _____ - _____ - _____   Date of Birth: _____ / _____ / _____

Driver License #   _____   State of Issue: _____

Current Landlord's Name: _____

Landlord's Address: _____

Currently Monthly Rent Paid $_____ Length of Residency _____

Are you a U.S. Citizen? _____

Bank _____ Branch _____ Acct. # _____

Bank _____ Branch _____ Acct. # _____

Attorney's Name: _____ Phone # _____

Attorney's Address: _____

Apartment Occupants: Adults _____ Children _____

Pets: _____

Release and Authorization. The undersigned hereby releases all parties contacted to provide such information as is requested, for the preparation of a background report to determine my credit worthiness, past performances in business relationships and character.

_____   _____
Tenant Signature   Date   Tenant Signature   Date