



## APPLICATION CHECKLIST

The information and materials detailed in the checklist below are necessary for the processing and approval of an application. Applications are not considered complete until all applicable information has been received by Universal Management, LLC.

Universal Management, LLC WILL NOT REVIEW OR PROCESS AN INCOMPLETE APPLICATION. INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE RENTAL AGENT OR APPLICANT. THE SUBMISSION OF AN INCOMPLETE APPLICATION BY A RENTAL AGENT OR APPLICANT DOES NOT CONSTITUTE ANY FORM OF OPTION, RESERVATION, HOLD, OR RIGHT TO THE UNIT BEING APPLIED FOR.

This check list must be completed and submitted with all applications. The rental agent or applicant submitting this application must check each line item that applies and all material checked below must be included in or attached to the application at the time of submission. This checklist must be signed.

The following items must be completed and/or attached to this application:

### **Application:**

- All fields completed or answered 'N/A'
- Signed by Applicant *and* Agent

### **Verification Request:**

- Applicant name and signature
- Completed Present Landlord Reference and Previous Landlord Reference Sections
- Agent's Signature

### **Employment Verification, if applicable:**

- Two (2) Consecutive recent pay stubs; (dated within last six weeks) or
- Current year tax return; or
- Proof of liquid assets

### **Student Verification, if applicable:**

- Verification from applicant's school providing information on enrollment status (applicant's name and school's name must be on the document)

### **Identification:**

- Legible government-issued photo ID; or
- Valid passport and/or visa

### **Renter's Insurance**

- Tenant's enrolled in Renter's insurance—Link to join is below:

<https://www.residentshield.com/>

I, the rental agent / applicant [select one], certify that the information, documents, and materials checked above are attached hereto and have been provided herewith at the time of submission of this application package to Universal Management. I understand that only a complete application will be considered for review and approval and that an incomplete application may be returned to me for further processing and will not constitute any form of option, reservation, hold, or right to the unit being applied for.

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Signature of Manager

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Date