

IDENTIFICATION & FEES	
Current Government issued ID	Make sure it is not expired
Government issued Social Security Card	Please have your original. If necessary, visit the SSA office
Birth Certificates for all residents under 18 years	Please have your original. If necessary, visit the Vital Statistics Office.
Cashiers Check / Money Order for Application Fee	\$20 application fee / made payable to Vahalla Management
Cashiers Check / Money Order for the Deposit	Equal to 1 month's rent amount
PERSONAL INFORMATION	WHAT YOU NEED TO VERIFY THIS ITEM.
Household members: names, dob, social #	
Divorce Decrees / Custody Agreements	Copies of the decree or agreement
Vehicle info (make, model, year)	
Voucher Letter (acknowledge if you have a voucher)	3rd party letter / verification of voucher / letter of award.
Rental History (3 yrs)	Address, Dates, contact info for owner.
Emergency Contact	
INCOME VERIFICATION	WHAT YOU NEED TO VERIFY THIS ITEM.
Paystubs:	FORM: Employment Verification Form + 6 pay stubs if paid weekly or 4 stubs if paid bi-weekly.
Child Support:	Court Order
Alimony:	Divorce Decree
Social Security / SSI:	Award Letter
Veteran Benefits:	Award Letter
Pensions:	Verification / Award Letter / Current Statement
Annuities:	Verification / Award Letter / Current Statement
Unemployment:	Verification / Award Letter
Death Benefits	Letter from the 3rd Party - verification
Adoption Benefits	Letter from the 3rd Party - verification
Workers Comp	Letter from the 3rd Party - verification
Severance Pay	Letter from the 3rd Party - verification
Self Employment Income	affidavit, profit/loss + tax return
Long Term Care insurance payment income	Letter from the 3rd Party - verification
Cash Contributions: gifts, help in paying bills	FORM: Regular Contribution Form.
Inheritance or Lottery Winnings	Award Letter / 3rd party verification
Armed forces payments	Award Letter / 3rd party verification
Educational scholarship payments / grants	Award Letter / 3rd party verification
Other payments	FORM: Regular Contribution Form / Notarized statement of cash
	Letters from 3rd parties should be kept in original envelopes, mailed from the 3rd party. If the information is received via fax, then please keep the cover sheet that shows the fax transaction. If the information is received via email, then please print the email correspondence that includes the request and the exchange w/ the email from the 3rd party.
NOTE about 3rd party verification.	

NOTE: all documents must be current at the time of move in.	It is recommended that you begin to gather your income and be prepared to update your income as time passes and new statements are released. Income must be current at time of application.
ASSETS - BANK ACCOUNT INFORMATION	WHAT YOU NEED TO VERIFY THIS ITEM.
Savings Account	Bank Verification (letter) - Current Statement
Checking Account	Bank Verification (letter) - Current Statement
Prepaid Debit Card Account	Debit Card Affidavit
Trust Account	Bank Verification / 3rd Party Letter
Real Estate or Contract of Deed	Homeowner Questionnaire, Real Estate Report, Assessor Evaluation
Retirement Funds / Annuities	Bank Verification / 3rd Party Letter
Mutual Funds	Bank Verification (letter) - Current Statement
Savings Bonds	Copies of Bond (front/back), print out from Treasury website
Money Market Accounts	Bank Verification / 3rd Party Letter
Personal Property held in investment (coin collection)	Self Affidavit / Insurance appraisal
Whole or Universal Life Insurance	3rd party verification / Current Statement
Lump Sum Payments (lottery winnings, etc)	3rd party verification
Online Donation Accounts (Go Fund Me)	Self Affidavit / Current statement of account
Cash On Hand	Cash on hand affidavit
Assets sold in the last 2 years	Must show documentation of sale.
Accounts held jointly with others not in the unit?	self affidavit
Other	self affidavit
Note: What is an affidavit and how do I get one?	This is a formal written statement that you can type up yourself and you can have it notarized. There are sample forms online.
WHAT MIGHT DISQUALIFY YOU?	HERE IS WHAT WE KNOW.
Criminal History	Crimes of violence to persons or property or other crimnial convictions may be cause for denial of application.
Full Time Student Status	We just learned that affordable housing does not allow FT students! If you are a graduating senior or if you have been a FT student in the last year, then you are not eligible for 1 year. Each school has their own rules around FT student status and if you are planning to take 1-2 classes as a part time student, then you must secure a letter from the school describing their FT status classification and then show your transcripts to verify that you are not considered as a FT student. If you have a FT student in your home (including elementary or high school studnents) then they must be claimed on your taxes as a dependent.
Assets	Assets over \$5,000 could result in denial. Contact Imagine Art and we will connect you directly with our leasing management office and they can help you determine eligibility.

Credit - Debt History	Should have a good/acceptable recent credit history, based upon a formal credit check received through AppFolio or other screening. Factors that are taken into consideration include rent to income ratio, debt to income ratio, late payment history, judgments, bankruptcies, debt collections, tax liens, and foreclosures. Bankruptcies not discharged will result in denial
Negative Rental History	Negative Rental History that includes evictions with outstanding balances, damage charges, or outstanding current rent will result in denial if left unpaid.