



## ITEMS NEEDED FOR THE COMPLETE RENTAL APPLICATION

1. Complete online rental application. (non-refundable \$90 fee for each adult). Payment must be made online.
2. CLEAR Copy of last 4 check stubs. If self-employed need original bank statements
3. CLEAR Copy of driver's license from all adults.
4. In addition, *for foreign applicants*, a copy of passport and current visa, which **must provide for a length of stay that is equal to or exceeds the term of the lease**, as well as a copy of the Form I-94 arrival/departure form for such proposed prospective tenant.
5. Other proof of income such as court docs, divorce decree, docs from retirement, etc.
6. Copy of car registration.
7. Proof of Renters Insurance is mandatory prior to Move In date
8. 1<sup>st</sup> Month Full Rent Holding Deposit and a \$90 Lease Draft fee is required to save and/or reserve a particular property under your name. Once you have been notified that your application has been approved, you have twenty-four (24) hours to deliver the holding deposit to our office. This holding deposit and Lease Draft Charge MUST be in the form of a cashier's check ONLY (Personal checks, money orders or cash will not be accepted). The cashier's check MUST be written to "Top Housing Real, LLC." Until we receive an approved application, approval of owner, the holding deposit, lease draft fee and executed lease, we will continue to market the property to prospective tenants.