

Rental Application Checklist

- View the property:** Schedule your viewing through Tenant Turner. The following video provides an useful guide: <https://youtu.be/fX9iiiEPH-I>. Schedule: <https://app.tenantturner.com/listings/nulevelmanagement>
- Rental Application :** Every adult over 18 years of age who will be living in the property must submit an application through <https://nulevelmanagement.managebuilding.com/Resident/rental-application/new>. Application fee is \$18.00. We may also accept applications directly from syndicated sites such as Zillow.
- Proof of Identity:** Provide copies of valid government-issued photo ID (e.g., driver's license, passport).
- Minor Occupant(s) Information:** If you have minors/children living with you provide their ages and names.
- Proof of Income:** Pay stubs or income statements for the last 2-3 months. If self-employed, provide the last 2 years income tax returns, 1099 form, P&L statements, and/or current bank statements.
- Proof of Funds:** Copies of bank account statements or other types of accessible funds for move-in costs.
- Credit Report:** Authorization to pull your credit through our Buildium powered portal or a recent copy of your credit report, which includes your credit score from the three major credit bureaus. Must be provided directly by a trusted vendor such as Equifax, TransUnion, Experian, Zillow, or other approved. Will typically be run with your application submission.
- Evictions History Verification:** Authorization and availability of proceedings report from a major credit bureau providing any past eviction history. Will typically be run with your application submission.
- Criminal Background Verification:** Authorization and availability of your criminal background report from a major credit bureau. Will typically be run with your application submission.
- Rental History Verification:** Complete and sign the Landlord Verification Authorization forms for current and previous occupancy of at least the preceding 24 months. You will need to provide the contact information for the current and previous landlord (Name, phone and email).
- Employment History Verification:** Provide a detailed list of your employment history, including dates of employment, job titles, main functions, and all the contact information for employers (Name, phone, email) for the preceding 24 months. Complete and sign Employment Verification forms or access details to trusted/approved third party verifiers such as The Work Number.
- Pet Information:** If you have pets, provide information about them, such as breed, size, and vaccination records. Submit your pet screening to the following link: <https://nulevelmanagement.petscreening.com>
- Additional Document Request:** We might ask for supplemental information/documentation to support your application such as Letters of Explanation (LOE) for items not meeting our qualification standards..
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- Lease Review:** Receive, read, and review the entire lease agreement along with disclosures. Go over all questions and concerns with our property management staff to your satisfaction prior to signing/move-in.