

HUNTINGTON & SOUTHRIDGE



NEW APPLICANT TO DO LIST

WE KNOW THAT YOU ARE EXCITED ABOUT GETTING APPROVAL FOR YOUR NEW HOME, PLEASE HELP US SPEED UP THE PROCESS BY PROVIDING THE FOLLOWING FOR EACH APPLICANT.

TENANT REFERENCE -

REFERENCE LETTER FROM CURRENT LANDLORD OR MOST RECENT.

OR

CONTACT LANDLORD AND GIVE PERMISSION TO GIVE REFERENCE TO URBANLIFE MANAGEMENT.

INCOME VERIFICATION – **NEED ONLY 1 OF...**

LETTER OF EMPLOYMENT

OR

PAY STUBS (2 MONTHS)

OR

WRITTEN CONFIRMATION OF OTHER SOURCE OF INCOME

OR

SELF EMPLOYMENT – TAX ASSESSMENT

OR

BANK STATEMENTS – 2 MONTHS

IDENTIFICATION VERIFICATION -

COPY OF GOVERNMENT ISSUED PHOTO I.D.

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APPROVED APPLICANT TO DO LIST

- SELECT ACTUAL SUITE
- PROVIDE DEPOSIT OF \$_____ TO HOLD UNIT
- SCHEDULE MOVE IN DATE: _____
- SIGN TENANCY AGREEMENT
- APPLY FOR REQUIRED UTILITIES EFFECTIVE FOR THE SCHEDULED MOVE IN DATE:
 - POWER
 - WATER/WASTE **Billed only through Epcor
 - GAS / HEAT
- ACQUIRE & PROVIDE COPY OF TENANT INSURANCE EFFECTIVE FOR THE SCHEDULED MOVE
IN DATE
- ATTEND MOVE-IN INSPECTION

ON SCHEDULED MOVE IN DATE

- PICK UP KEYS
- PAY ANY ADDITIONAL DEPOSITS DUE - \$_____
- PAY FIRST FULL MONTH'S RENT & ANY PRORATED RENT \$_____