

## Application Checklist

Your application will **not** be processed and will be returned to you *without* the correct funds and all documentation.

If you feel you are qualified to apply for the property after reviewing the Residential Screening Policy and Criteria at <http://salefishpm.com/tenants/introduction-page-for-tenants/residential-screening-policy-criteria-application/>, please follow this checklist if you have viewed the property and are ready to submit your application.

- Fill Out the Attached Application Completely and Legibly** — Each person 18 years of age or older must submit a separate application. Emancipated minors must fill out an application. One person per application.
- Application Fee of \$35.00 for Each Applicant** — Each person 18 years or older that will be residing in the property needs to fill out an application and pay the fee. Cash or Money Order only will be accepted. **This fee is non-refundable.**
- Attach Employment Documentation**
  - If employed, you will need to submit a copy of your last year's W-2, or your 2 (two) most recent pay stubs (or 1 (one) if it includes YTD income).
  - If self-employed, you will need to submit your most recent tax return and 3 months bank *statements*. Name and Account number must be printed on the statements.

*All income documentation must be verifiable in writing, and must include valid telephone numbers to verbally verify all income.*

- If you have a Pet:**
  - Complete the Salefish Properties Pet Application which is located at [http://salefishpm.com/SALEFISH%20PROPERTIES%20PET%20APPLICATION\\_2012.pdf](http://salefishpm.com/SALEFISH%20PROPERTIES%20PET%20APPLICATION_2012.pdf)
  - Provide Current Veterinary Records showing pet's shots are up-to-date;
  - Include additional \$10 for pet application fee with your application (cash or money order).

You may stop by our office to turn in your completed application, fee and supporting documentation. Or you may fax (561-533-5458) or email ([info@salefishpm.com](mailto:info@salefishpm.com)) your application to our office. If you choose to fax or email your application you must submit all application fees in person or online by visiting [www.salefishpm.com](http://www.salefishpm.com). Your application will not be processed without all of the above.

*If you have any questions, please feel free to call us at (561) 738-0922.*