



### RENTAL APPLICANT CHECKLIST:

- \_\_\_\_\_ Application is completely filled out and signed
- \_\_\_\_\_ Landlord information is correct (Phone, Address, Etc.)
- \_\_\_\_\_ Employment information is correct  
(For faster application processing, please ensure two months worth of pay stubs is either uploaded or Faxed in)
- \_\_\_\_\_ Income information is fully filled out  
(All sources of income including alimony, child support, financial aid, SSI, etc. - documentation of all sources is required)
- \_\_\_\_\_ Total amount of deposit is in money order or cashier's check
- \_\_\_\_\_ Total amount of application fee(s) is paid online at [www.empirepmgroup.com](http://www.empirepmgroup.com) at the time of filling out the application
- \_\_\_\_\_ Guarantor Application and Guaranty of Lease signed and notarized along with required fee (if required)
- \_\_\_\_\_ Extra Deposit and/or extra rent paid (if required)

### APPROVED APPLICANTS:

- **Lease must be signed within 3 business days from the time of approval notification (failure to do will resort in losing the property and the deposit)**
- **The pro-rated months rent must be paid on move in date in order to receive the key to the property.**