

## SOUTH MAIN ARTSPACE LOFTS APPLICATION CHECK LIST

This checklist is general and may or may not apply to an individual applicant. Management may request additional documentation or verification of items submitted.

To ensure an efficient approval process, please be sure to obtain copies of as many of the supporting documents/or information listed below or see the attached Applicant Checklist for each household member over the age of 18 if applicable.

- A **copy** of driver's license and social security card.
- If Self-Employed, we will need a signed copy of last year's federal income tax return, including all attachments, such as Schedules C, E and F (if applicable). If you have been self-employed for less than one-year, you will need to sign "Self-Employment Verification" form provided by management and we will require a Profit and Loss statement.
- If on Social Security/SSI, unemployment, disability or any government assistance, a copy of the most recent award letter from the agency. This letter informs the applicant what their benefits will be for the next year.
- Any pension/annuity/VA award letters.
- In the absence of an award letter, you will need to bring us the address of the agency, which we will need to complete the verification form. The applicant who receives this benefit must sign the corresponding verification form for any pensions/annuities.
- A **copy** of your most recent bank statement(s) that includes an account number and address of bank. Statements must date back 6 months; this pertains to both checking and savings accounts.
- A **copy** of your most recent statement of investments, such as stocks, bonds, IRA's, CD's, 401(k), Money Market funds, etc. that includes the account number and address of the bank. The applicant who owns the asset must sign the corresponding verification form for any assets.
- A **copy** of any real estate contracts for sale or rental the applicant may be holding that identifies the term, the amount and the interest rate. An amortization schedule, if available, would also be helpful.
- Child Support documentation. **This form will need to be notarized.**
- On-going monetary gifts. **This form will need to be notarized.**
- Records of a divorce decree if alimony is received.
- A copy of the closing statement if any real estate has been bought or sold within the past 2 years.
- Verification of any assets that have been disposed of in the past 2 years for less than market value.

If an applicant is rejected and the rejection was based on the background check, the applicant will be notified in writing, and may be given a chance to have the application reviewed again. This is a courtesy and will only be allowed once.

Applications will be processed by the management company, LEDIC Realty Company, LLC.

Questions regarding the application and approval process should be sent to: LEDIC Realty Company via email at [artspace@ledic.com](mailto:artspace@ledic.com)

## APPLICANT CHECKLIST (For Reference Only)

For ALL occupants age 18 and over please provide copies of the following when submitting your Pre-application:

- I.  BIRTH CERTIFICATE
- SOCIAL SECURITY CARD
- STATE PHOTO ID FOR ALL OCCUPANTS 18 YEARS OF AGE OR OLDER
- DRIVER'S LICENSE/ PHOTO ID FOR ALL OCCUPANTS 18 YEARS OF AGE OR OLDER

### STOP

ONLY AFTER it has been determined that an applicant has met all income and background check criteria (credit and criminal history), will the following documents be required, *if applicable*. A **\$13** application screening fee per adult (18 years old and over) is due at the time an application is submitted to process the background check - \$25/married couple. Only certified money orders or cashiers checks will be accepted. **No personal checks or cash.** Copies of items marked with an *\*asterisk must be notarized*:

- II.  COVER SHEET - APPLICATION INSTRUCTIONS
- RENTAL ELIGIBILITY APPLICATION (REA)\*
- HOUSING QUESTIONNAIRE (IF APPLICABLE)
- SWORN INCOME AND ASSET STATEMENT\*
- RESIDENT SELECTION CRITERIA SECTION 42
- STUDENT CERTIFICATION WORKSHEET
- FAIR CREDIT REPORTING ACT DOCUMENT
- RACE / ETHNICITY FORM
- RENTAL VERIFICATION – SIGNATURE ONLY
- EMPLOYMENT VERIFICATION – SIGNATURE ONLY  
If, Employed, copies of the most recent 4-6 consecutive pay check stubs including military pay  
If Self-employed, copies of the last two years income tax returns; including Schedules C, E and F
- Copies of Unemployment Benefits
- ASSET VERIFICATION – SIGNATURE ONLY
- Copy of Power of Attorney if someone else is signing documents for you
- Any other documentation that verifies other sources of income/assets

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**WE ARE AN EQUAL OPPORTUNITY HOUSING PROVIDER**

