

## Near Northwest Neighborhood Rental Application Instructions

The Near Northwest Neighborhood (NNN) uses a RENTAL APPLICATION form to assess your soundness as a tenant. The NNN also asks for additional current documentation in the application process. Please supply the most recent documentation to be considered. No application will be processed until current documentation and completed applications have been supplied.

### General Tips for Application

Add “NA” and initial any areas that do not apply to you. If unknown, indicate “UNK” and explain on an additional sheet of paper. Otherwise fill in every blank.

Use an additional sheet of paper for anything on the applications that need extra space. Use an additional sheet of paper to explain the absence of documentation (for example, you have no W-2s because you worked for cash or did not work the last two years).

Co-Applicants are any adult hoping to reside in the rental over the age of 18.

Additional Documentation for Income Qualification: Every Applicant/co-applicant must furnish current:

- Paystubs from the last three months
- Checking account statements for the past 6 months.
- Current balance statements for any savings or investment accounts
- W-2s for the last two years
- Most recent Tax Return
- Any documentation for other income such as:
  - Social security
  - Child support
  - Annuities, judgements, court orders
  - Alimony
  - Etc.
- Email, phone numbers and mailing address for any references or current landlord and for your current employer who will complete your Employment Verification Form.
- Employment Verification form (only if employed)
  - Applicant should only fill out the blue section, items 1, 7, 8 and sign below item 8 then return the form to the NNN
  - Do not deliver the form to your employer
- Self-Employment Certification only as applies
- Copy of your Driver’s License
- Please submit non-returnable copies of all documents

*The NNN will not consider an incomplete application, including income qualification, for tenancy. We will review fully complete applications and be in contact with the applicant regarding apartment availability and next steps. Application materials remain the property of the NNN.*