



Required Documents & Application Instructions

1. Complete the PDF Fillable Application (from your desktop) for each person over 18 years old.
Please complete all questions, **EXCEPT** the Property Address and Rental Amount on page 1, and the Date after your signature on page 2 (in case we need to submit to more than one property; this saves time and prevents you from having to complete an application for each rental property.)
Please leave "Section II – Screening Fee" blank on the second page.
Only sign where it says "Applicant" ABOVE Section II.
2. **Full Credit report with scores and all pages from each applicant.**
You can obtain a free copy of your full credit report at: www.CreditKarma.com or Experian.com or AnnualCreditReport.com
No Screenshots, please. Save the full reports to your desktop.
3. Two (2) Most recent bank statements to show average balance. For your privacy, you can cross out account numbers. (The more savings you can demonstrate, the better.)
Screenshots will not be accepted.
4. Most recent income verification: 2 Month Pay stubs, W2 or tax returns (if self-employed).
5. Copy of ID's for all applicants.
6. **Recommended** : Brief letter introducing yourself & answering the following questions: how many people will live with you, why you're moving, occupation, income, bank savings, by when do you have to move, anything positive that you can think of. This helps separate you from other applicants.

Guarantors are required to submit items 1-4 above.

Send Documents to:

Please scan ALL documents & email in one (1) PDF file to: nmorealtor@gmail.com

NOTE: **Please do not send us screenshots or individual pages**, especially in picture formats (jpg, png, or gif); this only delays and makes it difficult to process your application. Preferably, **scan into one (1) PDF document with all required items** so we can process your application without delay. **Use ILovePDF.com to merge PDF documents into one PDF File.**