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REQUIRED APPLICATION DOCUMENTS

REQUIRED FOR ALL OCCUPANTS OVER THE AGE OF 18 RESIDING IN A DWELLING VERY IMPORTANT! WE DO NOT PROCESS APPLICATIONS UNTIL ALL REQUIRED SUPPORTING DOCUMENTATION IS RECEIVED, NOR DO WE GUARANTEE YOUR APPLICATION POSITION IN LINE FOR CONSIDERATION SHOULD YOU DELAY IN PROVIDING ALL REQUIRED SUPPORTING DOCUMENTATION. ANOTHER APPLICATION MAY BE PROCESSED AHEAD OF YOURS. APPLICATION FEES ARE NON-REFUNDABLE

1. ONLINE APPLICATION ENTIRELY COMPLETE FOR EACH APPLICANT OVER AGE 18 (APPLICANT DEFINED AS ANYONE RESIDING IN THE DWELLING OVER AGE 18, EMPLOYED OR NOT EVEN IF NOT CONSIDERED AS INCOME FOR APPROVAL).
2. 2 MOST RECENT PAYSTUBS, LAST 2 YEARS W-2s AND LAST 2 MONTHS OF BANK STATEMENTS FOR EACH APPLICANT
3. CURRENT 2 YEAR RENTAL LANDLORD CONTACT INFORMATION FOR EACH APPLICANT
4. SIGNED AND DATED RENTAL VERIFICATION AUTHORIZATION FORM FOR EACH APPLICANT AND LANDLORD FOR LAST 2 YEARS (LOCATED UNDER THE TENANT SERVICES TAB OF WEBSITE). PRINT, COMPLETE, AND EMAIL TO PROPERTY MANAGER AT acpm@hrcoxmail.com referencing Application Document & property address in subject line. Alternatively, you may fax same to 757-557-0035. ONLY COMPLETE NAME AND CONTACT INFORMATION FOR LANDLORD(S) AND SIGN. WE WILL SUBMIT TO THEM FOR COMPLETION
5. SIGNED AND DATED EMPLOYMENT VERIFICATION FORM FOR EACH APPLICANT FOR LAST 2 YEARS (LOCATED UNDER THE TENANT SERVICES TAB OF WEBSITE) PRINT, COMPLETE, AND EMAIL TO PROPERTY MANAGER AT acpm@hrcoxmail.com referencing Application Document & property address in subject line. Alternatively, you may fax same to 757-557-0035. ONLY COMPLETE NAME AND CONTACT INFORMATION FOR EMPLOYER(S) AND SIGN. WE WILL SUBMIT TO THEM FOR COMPLETION
6. IF ACTIVE DUTY MILITARY, LAST TWO LES DOCUMENTS (MUST SHOW THAT YOUR CURRENT ENLISTMENT IS TO ENDURE FOR AT LEAST 1 YEAR, OR YOU MUST PROVIDE A STATEMENT FROM COMMAND ON COMMAND LETTERHEAD STATING THAT YOU ARE ELIGIBLE TO REENLIST). APPLICATION MUST LIST UNDER REMARKS YOUR COMMAND ADDRESS, DUTY STATION COMMANDER AND THEIR OFFICE TELEPHONE NUMBER
7. FOR EACH APPLICANT, COPIES OF THEIR DRIVERS LICENSE OR U.S. GOVERNMENT ISSUED I.D.
8. NAME, TELEPHONE NUMBER, AND EMAIL ADDRESS FOR AN EMERGENCY CONTACT

IN THE EVENT YOUR APPLICATION FAILS TO MEET OUR MINIMUM INCOME TO DEBT RATIO REQUIREMENT AND/OR CREDIT HISTORY/SCORE REQUIREMENT, THE LANDLORD MAY ELECT, AT THEIR SOLE DISCRETION, TO CONDITIONALLY APPROVE THE APPLICATION BY REQUIRING ALTERNATIVE QUALIFYING ITEMS FOR CONSIDERATION (SUCH AS, BUT NOT LIMITED TO, ADDITIONAL CO-APPLICANTS ADDED TO APPLICATION, AN ADDITIONAL SECURITY DEPOSIT, OR BOTH.)