

Application Submitted

Please read full Checklist before beginning your application.
Please ask questions if unclear before submitting application.

All Documents uploaded in System & Verification Begins

NO, not all Required Documents are provided.
Application is Automatically Denied

YES all required documents are provided *** see
checklist on website at beginning of application
process **PHASE 1**

Income Verified **PHASE 2**

Denial if
Unemployment
is current
income

Denial if job is with
temp agency or job is
lost during application
process.

\$25 fee to reprocess &
Start the application over
again within 30 days.

1. Id
2. Social security Card
3. Proof of Income, 30 Days
4. SEE CHECKLIST on
website for complete
requirements

Income meets Requirements as
outlined on Checklist

Denial if current income is from job
that is less than 2 years and/or there
is a gap between jobs.

Residence Verified **PHASE 3**

Denial if currently in an annual lease and/or
behind in current lease

Denial if Eviction

Approval good for 30 days. After
2 days additional information may
be required, such as proof of
income.

Residence meets
Requirements as outlined
on Checklist

Letter
emailed out

Approval Letter Emailed out.
***Read full letter for Rent
Rate Range

Denial Letter Emailed out with
reason for Denial within step 3
or if any change occurs.

**Debt to Income Ran with
Credit & Background Check**
PHASE 4

**Income and
Rent Set**
PHASE 5