

# **www.MonaLisaApts.Com**

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## **THE APPLICATION YOU ARE ABOUT TO FILL OUT MUST INCLUDE THE FOLLOWING:**

- (1) **Name (Last, First, Middle).**
- (2) **SOCIAL SECURITY NUMBER.**
- (3) **DATE OF BIRTH.**
- (4) **COPY OF DRIVER'S LICENSE I.D. CARD / STATE I.D. CARD.**
- (5) **COPY OF SCHOOL I.D. CARD (for students with Co-Applicant).**
- (6) **HOME PHONE NUMBER (including area code).**
- (7) **PRESENT & PREVIOUS ADDRESSES (including zip code, owner and/or manager's name & number).**
- (8) **LIST ALL PROPOSED OCCUPANTS WITH AGES.**
- (9) **EMPLOYMENT INFORMATION – CURRENT & PREVIOUS (company names, addresses, occupations, length of employment, phone numbers and supervisor's names).**
- (10) **CURRENT GROSS INCOME & INCOME SOURCES.**
- (10) **BANK REFERENCES, PHONE NUMBER & ADDRESS.**
- (11) **VEHICLE(S) INFORMATION.**
- (12) **PERSONAL REFERENCES (2).**
- (13) **EMERGENCY REFERENCES (2).**
- (14) **ANSWER THE PERTINENT QUESTIONS IN THE BOX PROVIDED BELOW.**
- (15) **SIGN AND DATE YOUR APPLICATION.**

**ALL INFORMATION MUST BE COMPLETED & IS REQUIRED IN ORDER TO PROCESS YOUR APPLICATION.**

**ALL PERTINENT PROOFS OF INCOME MUST BE ATTACHED TO ALL APPLICATIONS FOR PROCESSING.**

1. **EMPLOYED – TWO MOST RECENT PAYCHECK STUBS (No older than 30 days).**
2. **SELF EMPLOYED – YOUR LATEST TAX RETURN OR BANK STATEMENTS.**
3. **RETIRED – PROOF OF SOCIAL SECURITY OR BANK STATEMENTS.**
4. **ALL TYPES OF GOVERNMENT AID – PROOF OF ELIGIBILITY.**

**MONEY ORDERS OR CASHIER'S CHECK (ONLY):**

**\$35.00 DOLLAR APPLICATION FEE (per applicant 18yrs or older) & NON-REFUNDABLE.  
\$100.00 DOLLAR HOLDING DEPOSIT ON APARTMENT DURING APPLICATION PROCESSING; (Refundable only within 72hrs of approval).**

**THANK YOU FOR VISITING OUR PROPERTY ONLINE!!**

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