

Trueheart Property
(562) 285-6502

Dear Applicant:

DOCUMENTS TO BE RETURNED WITH APPLICATION:

The following is a list of the documents & fee(s) that are required to process an application:

1. Completed application (empty spaces, illegible (sloppy) writing and/or intentionally false information may result in immediate denial of the application) for all adults (18 years or older) in household. No whiteout allowed.
2. **Rent receipts, rental contract, utility bills (including cell phone) & banking statements (all pages)** for the last 3 months and landlord's mailing address and phone number for verification.
3. **Photo Identification card** (with picture) for all adults (18 years or older) in household and one photocopy (bring both the original and photocopy):
 - a. Driver's license
 - b. State issued I.D. card
 - c. Legal Alien Registration card
4. Credit, Unlawful Detainer, Tele-Check and Multi-State Criminal **screening fee \$49.12 per applicant (cash only) unless noted otherwise**. A receipt will be issued.
5. Employment and Income Verification \$45.95 **per applicant (cash only) for those employers who use www.theworknumber.com**. **This fee is in addition to the Screening Fee.** *Please also provide us with the salary key.*
6. **Social Security card** or EIN number for all adult household members and one photocopy (bring both the original and photocopy).
7. **Proof of Income:**

Some required documents are:

- Social Security or SSI – Current printout or letter from Social Security documenting the gross benefits.
- Pension – stub from last pension check. Veterans must provide a letter from the Veteran's Administration which states the gross income.
- Employed – 4 consecutive pay stubs from most recent pay periods or a letter from the employer stating gross monthly income. Also provide employers mailing address and phone number for verification. We reserve the right to reject an applicant based upon financial criteria. **IF LETTER NOT PROVIDED ON COMPANY LETTERHEAD, THE LETTER MUST BE NOTARIZED.**
- AFDC/General Relief – Current printout or letter from the Department of Social Services documenting the gross amount of the grant.
- Family Support – Notarized letter from the provider stating the amount and frequency of income provided or a copy of the court order granting the income.
- Bank: consecutive account statements of all accounts in the name of adult household member.
- Alimony, Child Support, or Maintenance Income - provide a copy of the voluntary payment agreement, as well as evidence that payments have been received during the last twelve months. Acceptable evidence of payment regularity includes cancelled checks, deposit slips, tax returns, and court records.
- Source of Income must be lawful, verifiable income paid directly to a tenant or paid to a representative of a tenant.

ALL OF THE ABOVE MUST BE VERIFIED BY THIRD PARTY.