

Santa Rosa Application Checklist

Please also submit the following with your completed application to Santa Rosa during office hours 9:00 AM to 2:30 PM.

1. \$25.00 per Adult of 18 years or older. Which will be used for the credit and background check. Check or money order please, we do not accept cash.

2. Clear and legible copies of both drivers license and social security cards of each adult residing in home.

3. Last 6 most recent pay stubs, or proof of income....ssi, afdc, retirement, etc.....

Application process can take up to 15 business days, but is usually processed much quicker. Please be patient, we process applications as quickly as possible, there is no need to call us, it will not expedite the approval process and may interrupt out ability to expedite each persons application as quickly as possible.

During the processing of the applications we will notify you if there is any incomplete information. At the conclusion of the application we will notify you by either US mail or by phone with our decision.

If you are approved we will set an appointment with you for a lease signing. Please keep in mind that the state of California requires us to provide you with a 72-hour rescission period to review your lease. Therefore you may not move-in to your home until 72 hours after your lease signing. Further, you may not move into your home until the escrow for your home has closed.

We do appreciate your cooperation with these instructions, our time throughout the day is very limited, and we will process these applications in Dated time order received.

Witnessed

Date

Prospective Resident

Date

Prospective Resident

Date