

## Rental Application Check List

The information and materials detailed in the checklist below are necessary for the processing and approval of an application. Applications are not considered complete until all applicable information has been received. Incomplete applications will be returned. The submission of an incomplete application does not constitute any form of option, reservation, hold, or right to the unit being applied for.

The following items must be completed and/or attached to the application packages:

1. Rental Application:
  - o All fields completed or answered 'N/A'
  - o Signed by Applicant
2. Verification Request:
  - o Landlord Verification Form (most current landlord)
  - o Credit Authorization Form (credit check)
3. Employment Verification, if applicable:
  - o Two (2) consecutive recent pay stubs; (dated within last six weeks) or
  - o Letter from Applicant's employer on company letterhead stating dates of employment and salary; dated within the last 30 days; or
  - o Current year tax return; or
  - o Proof of liquid assets of at least \$100,000 [*for retired and/or independently wealthy applicants only*]
4. Student Verification, *full-time students only*:
  - o Current course schedule; or
  - o Verification from applicant's school providing information on full-time status and anticipated date of graduation; and
  - o Valid I-20 (*international students only*). I-20 must be valid for the entire proposed term of the lease
5. Identification:
  - o Legible government-issued photo ID; or
  - o Valid passport and/or visa
6. Guarantor (if applicable or for Recent Graduates, and Students)
  - o A ***notarized*** Cosigner Form with original signatures
  - o \$25.00 per applicant for credit check (non-refundable). Please make check payable to:  
**Blu Ridge Management**
7. Credit Check Fee:
  - o \$25.00 per applicant for credit check (non-refundable).Please make check payable to: **Blu Ridge Management**
8. A separate certified/personal check, or money order of Security Deposit which equals to one month of rent. (This is refundable only if application is rejected by the Landlord/Agent). Please make check payable to:  
**Buckminster Hotel Corporation.**

I, the applicant, certify that the information, documents, and materials checked above are attached hereto and have been provided herewith at the time of submission of this application package. I understand that only a complete application will be considered for review and approval and that an incomplete application may be returned to me for further processing and will not constitute any form of option, reservation, hold, or right to the unit being applied for.

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(Applicant signature)

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Date