



ACPM

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REQUIRED APPLICATION DOCUMENTS

**REQUIRED FOR ALL OCCUPANTS OVER THE AGE OF 18 RESIDING IN A DWELLING
VERY IMPORTANT! WE DO NOT PROCESS APPLICATIONS UNTIL ALL REQUIRED SUPPORTING
DOCUMENTATION IS RECEIVED, NOR DO WE GUARANTEE YOUR APPLICATION POSITION IN LINE FOR
CONSIDERATION SHOULD YOU DELAY IN PROVIDING ALL REQUIRED SUPPORTING DOCUMENTATION.
ANOTHER APPLICATION MAY BE PROCESSED AHEAD OF YOURS. APPLICATION FEES ARE NON-
REFUNDABLE**

1. AN ONLINE APPLICATION ENTIRELY COMPLETE FOR EACH APPLICANT OVER AGE 18 (APPLICANT DEFINED AS ANYONE RESIDING IN THE DWELLING OVER AGE 18, EMPLOYED OR NOT, EVEN IF ONE OR MORE APPLICANT'S INCOME IS NOT CONSIDERED IN THE INCOME TO DEBT RATIO QUALIFYING PROCESS). WE REQUIRE ALL APPLICATIONS, APPLICATION FEE PAYMENT FOR EACH APPLICANT, AND ALL REQUIRED SUPPORTING DOCUMENTATION FOR EACH APPLICANT BEFORE AN APPLICATION WILL BE REVIEWED/CONSIDERED FOR APPROVAL. APP FEES MAY BE PAID ONLINE BY PAYPAL USING THE LINK THAT WILL APPEAR FOLLOWING APPLICATION SUBMISSION, OR BY DEBIT OR CREDIT CARD BY PHONE (PLUS A 3% PROCESSING FEE), OR IN PERSON BY MONEY ORDER OR CASHIER'S CHECK. CASH IS NOT ACCEPTED.
2. 2 MOST RECENT PAYSTUBS SHOWING RATE OF PAY, WITHHOLDING, AND CURRENT PAY PERIOD EARNINGS AND TOTAL YEAR TO DATE INCOME. ANNUAL W2 STATEMENT FOR THE PAST YEAR FROM ALL EMPLOYMENT SOURCES. ALSO, THE ANNUAL AWARD STATEMENT FROM THE GOVERNMENT IF USING SOCIAL SECURITY INCOME.
3. IF USING CHILD SUPPORT OR ALIMONY AS AN INCOME SOURCE IN APPLICATION PROCESSING, COPIES OF RECORDED SUPPORT AGREEMENTS AND DIVORCE DECREES (IF APPLICABLE), AND COPIES OF BANK STATEMENTS SHOWING PROOF OF DEPOSIT FOR SUPPORT INCOME FOR THE LAST 12 CONSECUTIVE MONTHS. FOR ANY SUPPORT PAYMENT TO BE CONSIDERED, COURT ORDER/DECREE MUST DEMONSTRATE THAT THE SUPPORT PAYMENT WILL CONTINUE THROUGH THE LEASE TERM.
4. WE REQUIRE A MINIMUM 12 MONTHS EMPLOYMENT HISTORY COVERING THE 12 MONTHS IMMEDIATELY PRECEDING THE APPLICATION FOR TENANCY, IN ORDER TO USE THE INCOME SOURCE IN QUALIFYING.
5. LATEST BANK STATEMENTS (ALL DEPOSIT ACCOUNTS) FOR EACH APPLICANT.
6. CURRENT 2 YEAR RENTAL LANDLORD CONTACT INFORMATION FOR EACH APPLICANT

7. SIGNED AND DATED RENTAL VERIFICATION AUTHORIZATION FORM FOR EACH APPLICANT (LOCATED UNDER THE TENANT SERVICES TAB OF WEBSITE). PRINT, COMPLETE, AND EMAIL TO PROPERTY MANAGER AT acpm@hrcoxmail.com referencing Application Document & property address in subject line. Alternatively, you may fax same to 757-557-0035. ONLY COMPLETE NAME AND CONTACT INFORMATION FOR LANDLORD(S) AND SIGN. WE WILL SUBMIT TO THEM FOR COMPLETION. WE VERIFY THE MOST RECENT 2 YEARS RENTAL HISTORY. PRINT MULTIPLE FORMS IF NECESSARY.
8. SIGNED AND DATED EMPLOYMENT VERIFICATION FORM FOR EACH APPLICANT (LOCATED UNDER THE TENANT SERVICES TAB OF WEBSITE) PRINT, COMPLETE, AND EMAIL TO PROPERTY MANAGER AT acpm@hrcoxmail.com referencing Application Document & property address in subject line. Alternatively, you may fax same to 757-557-0035. ONLY COMPLETE NAME AND CONTACT INFORMATION FOR EMPLOYER(S) AND SIGN. WE WILL SUBMIT TO THEM FOR COMPLETION. WE VERIFY THE MOST RECENT 2 YEARS OF CONTINUOUS EMPLOYMENT. PRINT MULTIPLE FORMS IF NECESSARY.
9. IF ACTIVE DUTY MILITARY, LAST TWO LES DOCUMENTS (MUST SHOW THAT YOUR CURRENT ENLISTMENT IS TO ENDURE FOR AT LEAST 1 YEAR, OR YOU MUST PROVIDE A STATEMENT FROM COMMAND ON COMMAND LETTERHEAD STATING THAT YOU ARE ELIGIBLE TO REENLIST). APPLICATION MUST LIST UNDER REMARKS YOUR COMMAND ADDRESS, DUTY STATION COMMANDER AND THEIR OFFICE TELEPHONE NUMBER
10. FOR EACH APPLICANT, COPIES OF THEIR DRIVERS LICENSE OR U.S. GOVERNMENT ISSUED I.D.

IN THE EVENT YOUR APPLICATION FAILS TO MEET OUR MINIMUM INCOME TO DEBT RATIO REQUIREMENT AND/OR CREDIT HISTORY/SCORE REQUIREMENT, THE LANDLORD MAY ELECT, AT THEIR SOLE DISCRETION, TO CONDITIONALLY APPROVE THE APPLICATION BY REQUIRING ALTERNATIVE QUALIFYING ITEMS FOR CONSIDERATION (SUCH AS, BUT NOT LIMITED TO, ADDITIONAL CO-APPLICANTS ADDED TO APPLICATION, AN ADDITIONAL SECURITY DEPOSIT, OR BOTH).