



THE FOLLOWING INFORMATION IS REQUIRED IN ORDER TO PROCESS YOUR APPLICATION

1. The application must be filled out in its entirety and all disclosure forms signed by all persons over 18 years of age who will be residing in the property. Each ‘unmarried applicant’ must fill out a separate application.
2. The application must be submitted with an application fee of \$50.00 in **certified funds** for each unmarried adult that will be residing in the property. We will not take personal checks or cash.
3. A Certified Check or Money Order in the amount equal to one month’s rent **must accompany the application**. This will become your Security Deposit once the application is approved. Please have the certified check or money order made payable to **Eric J. Thompson Property Management, INC.** WE DO NOT TAKE PERSONAL CHECKS FOR SECURITY DEPOSIT. **NO CASH WILL BE ACCEPTED FOR Security Deposit. These funds are to be separate from the application fee (s).**
4. Each “unmarried applicant” must qualify independently for the property. Each applicant’s gross monthly income should be approximately 3 times the rental amount.
5. We will need a copy of a photo ID for all applicants whose names will appear on the lease.
6. We will need your current as well as your former landlord’s name, address and phone number. If you now own your home, we will need the mortgage information.
7. We will need a current LES if you are military. If you are civilian, we will need current employer information as well as copies of your recent pay stubs. Former employer information will be required if you have been on the job less than 6 months. **NOTE:** If you are self-employed, we will need tax returns for the previous year(s).
8. If you will be relying on “other” income, i.e. Social Security benefits, we will need a copy of the document stating what your benefits are.
9. Please return your completed application, application fee(s) and application deposit to **Eric J. Thompson Property Management, INC.**