

## TENANT APPLICATION CHECKLIST

TURN IN THE FOLLOWING INFORMATION WITH YOUR ORIGINAL APPLICATION

1. COMPLETED TENANT INFO SHEET;
2. COMPLETED TENANT APPLICATION;
3. \$50.00 PAYMENT TO HALL FAMILY INVESTORS, LLC & APPLICATION FEE FORM;
4. LEASE RESERVATION FORM;
5. TENANT FINANCIAL INFORMATION (REQUIRED FOR EACH ADULT OCCUPANT)
  - a. TWO RECENT PAY STUBS;
  - b. CREDIT REPORT FOR EACH TENANT(each Adult);
  - c. BANK STATEMENTS FOR LAST THREE MONTHS(for each Adult)
  - d. W2 OR 1099 FOR MOST RECENT TAXES;
  - e. FOR ALL SELF EMPLOYED APPLICANTS;
    - i. LAST TWO YEARS TAX RETURNS;
  - f. FOR APPLICANTS WHO HAVE DECLARED BANKRUPTCY WITHIN THE LAST TWO YEARS:
    - i. COPY OF DISCHARGED BANKRUPTCY DOCUMENTS & LIST OF CREDITORS INCLUDED;
    - ii. (IF CH13) DOCUMENTATION SHOWING CURRENT PAYMENT TO TRUSTEE & ALLOCATION TO CREDITORS, AGREED FINAL CREDITOR BALANCES;
6. RELEASE OF INFORMATION AGREEMENT;
7. BRING THE FOLLOWING TO YOUR MEETING TO RESERVE A HOME;
  - a. SECURITY DEPOSIT (CASH OR CASHIERS CHECK-PAYABLE TO RANDY HALL);
  - b. DRIVERS LICENSE;
  - c. PROOF OF SOCIAL SECURITY NUMBER-(2) WRITTEN PROOFS;
  - d. EXECUTED RECEIPT OF COVENANTS;
  - e. LAWN MAINTENANCE AGREEMENT;
  - f. ALL APPLICATION DOCUMENTS NOTED ABOVE;

YOU MAY SEND THE ABOVE INFORMATION AS FOLLOWS:

1. SCAN AND EMAIL THE ABOVE INFORMATION TO: [LUXORHOMES@COMCAST.NET](mailto:LUXORHOMES@COMCAST.NET);
2. FAX TO (219) 472-0079
3. MAIL TO: 1578 E 85<sup>th</sup> Ave., Merrillville, IN 46410

**HOMES WILL BE RESERVED ON A 1<sup>ST</sup>-COME-1<sup>ST</sup>-SERVE BASIS.** YOU MAY SUBMIT YOUR SECURITY DEPOSIT AND LEASE RESERVATION FORM W/ THE BALANCE OF INFORMATION TO FOLLOW SHORTLY.

ADDITIONAL QUESTIONS: CALL OFFICE AT 219-750-9247