

**ALL APPLICATIONS MUST INCLUDE THE FOLLOWING:**

- Full Legal Name (Last, First, Middle)
- Social Security Number or ITIN
- Date of Birth
- Copy of Driver's License, Government Issued ID, Matrícula Consular, or Passport
- Home and/or Cell Phone Number
- Present and Previous Addresses for last 7 years. Include zip code, owner/manager's name and phone number
- List all proposed occupants including yourself. Include ages of occupants under age of 18
- List all pets
- Employment Information - Current and Previous Employers
  - Company name, work address, occupation, length of employment, phone number, supervisor
- Emergency Contacts (2)
  - Must be different from Personal References
  - Cannot be any co-applicants
  - Cannot be the same as any co-applicant's contacts & references
  - Must have complete address and phone number
- Personal References (2)
  - Must be different from Emergency Contacts
  - Cannot be any co-applicants
  - Cannot be the same as any co-applicant's contacts & references
  - Must have complete address, phone number, length of acquaintance, & occupation
- Answer questions below personal references
- **Sign and Date your Application in the bottom of box on the back page**

**ALL RELEVANT PROOF OF INCOME MUST BE ATTACHED FOR PROCESSING:**

- Employed - 2 full months of most recent pay stubs and 3 full months of bank statements if you receive direct deposit. Photocopies and/or screenshots of pay stubs will not be accepted
- Self Employed - Latest tax return with your Schedule C and all earnings must be deposited into a bank for the previous 3 months
- Retired/Pension - Proof of retirement and pension, and/or bank statements
- All Types of Government Aid - Proof of Eligibility from Aided Office, Must be stamped and dated within the application month
- DoorDash/GrubHub/UberEats - Earning Statement with weekly proof of income and prior years taxes
- Corporations and large business entities - Must have www.theworknumber.com employment verification record packet in conjunction with 2 full months of pay stubs with no exceptions in order to submit an application. Applicant's employer is responsible to give employee this resource if utilizing the 3rd party for purposes of employment verification.
  - Companies who utilize The Work Number may include: Walmart, Amazon, Walgreens, Big Lots, Target, St Mary's Regional Medical Center, Dr. Pepper Snapple, 99¢ Store, Lowes, Home Depot, Albertsons, USPS, Verizon, Little Caesars, Del Taco, Ralphs, McDonalds, Jack in the Box, FedEx, Kohls, and others..
- New Employees - Must have at least 1 pay stub with a Letter of Hire from the company with a letterhead
- Guarantors - Will also need to provide proof of home ownership in the High Desert area

**Application Fee needs to be in the form of Money Order or Cashier's Check.  
No other form of payment will be accepted.**

**FAILURE TO PROVIDE ANY OF THE ABOVE INFORMATION WILL PREVENT YOUR APPLICATION FROM BEING PROCESSED. TURNING IN A COMPLETED APPLICATION DOES NOT RESERVE AN APARTMENT FOR YOU.**