

# Excelsior Realty Services

## Required Documentation Checklist

- \_\_\_\_\_ 1) Completed Application and/or Guarantor Application
- \_\_\_\_\_ 2) Copy of Driver's License or State Issued Identification for Applicant and Guarantor
- \_\_\_\_\_ 3) Employment Verification (For working applicants/guarantors)
  - A) Copy of 2 recent pay stubs
  - B) Copy of federal tax return for past two years
  - C) Copy of 2 recent bank statements
- \_\_\_\_\_ 4) Supplemental Employment Verification (These are recommended, but may be required in cases of new employment.)
  - A) Employment Letter – On employer's letterhead stating i) position, ii) length of employment, iii) annual income (including bonuses, rental allowance and other income)
  - OR
  - B) Copy of Offer Letter
- \_\_\_\_\_ 5) Enrollment Verification
  - A) Copy of School Schedule (on school's letterhead or electronic copy verifying current enrollment)

If approved, you must pay by CERTIFIED CHECK, BANK CHECK, OR MONEY ORDER prior to lease signing:

First Month's Rent

One Month Security Deposit (Must be separate payment from Rent.)

**Please note that the approval processing time of a completed application may take between two to five business days.**