



Galleria Palms Apartments



Documentation Needed Request

Name of Resident: _____ Apt # _____

In order to approve your application the following information and documentation will be required: The more information you provide helps us process your application in a timely manner.

IDENTIFICATION:

- 1.) Driver's License/State Identification
- 2.) Social Security verification
- 3.) Naturalization number (if applicable)

EMPLOYMENT VERIFICATION: At lease 6 months of Employment, 2 1/2 times the rent in income

Documents Needed

- 1.) Most current check stub showing hourly wage and number of hours worked.
- 2.) If just hired, please furnish us with a letter of hire from your employer on company letterhead stating employment dates and monthly gross salary.

RETIRED: (if applicable)

Documents Needed

- 1.) Copy of tax returns for the past year
- 2.) Bank statements for the last 2 months
- 3.) A copy of social security check or benefit documents
- 4.) Pension Documentation (if applicable)
- 5.) Investment statement (if applicable)

RESIDENT HISTORY: 2 years is strongly recommended.

Information and/or Documentation Needed

- 1.) A telephone number at which we can verify your contractual rental history for the last two years
- 2.) Complete address including apartment number for the last 2 years.
- 3.) If you are a homeowner, please provide documents for verification of mortgage payments
(Name of institution and telephone number)
- 4.) If we are unable to verify rental history, please provide us with a copy of a signed lease and rental payment receipts.

- Any Move-In specials and/or required deposit are pending credit approval.
- Management reserves the right to require additional information.
- If your application is denied, any refunds may take up to 30 days to mail

Signature of Applicant

Date of Application

Signature of Co-Applicant

Date of Application