

DLG MANAGEMENT SERVICES
NEW RENTAL/CHECKLIST

UPON APPLICATION:

1. Complete application in full, to include all City, St, Zip code info for current/prior address, and workplace. 2-3 years of residential history must be listed. Phone numbers (and email if possible) to prior landlord's must be listed
2. Screening criteria form signed by all adults. Every person over the age of 18 must be screened as an adult.
3. Rental verification (fill in highlighted areas only) – 3 years of rental history is to be verified
4. \$125 per adult (or married couple) app fee payable to DLG Management. All persons/occupants over the age of 18 must submit an application
5. Security Deposit on One Months Rent must be paid at time of application and to hold a unit off the market.
6. Color Copy of Driver's License
7. Copy of Social Security Card (preferred)/Passport OR Birth Certificate for all adults
8. 6 Weeks of employment paystubs required (or 2023 Tax Return and verification employment is still current. If a new job is pending, a letter from the employer stating position, salary and start date is required. **Three times the monthly rental amount must be verified. Roommates must verify at 3.5X.s the rent.**
9. Be sure Pet Information is listed and photos of pet provided, or N/A. 45 lb max weight limit.

Applicant 1

Applicant 2

Date: _____

Date: _____