



APPLICATION GUIDELINES

To apply for an apartment leased by Abode Residential LLC, please click a link below to be directed to On-Site.com.

On-site.com is a 3rd party Application, Screening and Digital Transaction Company that provides Income and Credit Verification Services, as well as provides the ability for Tenants to apply for Apartments online, have their credit and background reviewed, and in some cases digitally sign leases and pay their first month's rent and security deposit, all in one online portal. For these services, On-Site.com charges a \$20 fee which is paid to On-Site.com. On-site.com simplifies the rental and application experience and leads to a best in class experience for Applicants with a faster and more secure process.

As part of the requirements with On-Site.com, the following paperwork is needed to apply for an apartment with Abode Residential LLC:

1. Copy of your Photo ID – driver's license, passport or state issued ID.
 - If you are not from the United States, a copy of your non-expired Visa is also required.
2. First two pages of two most recent tax returns
 - If you did not have income and are a recent graduate than please provide proof of recent enrollment (Diploma)
3. Signed current employment letter stating position held and yearly salary
 - If you are self-employed then please provide a signed CPA letter stating projected income

- If you are a student, then please provide transcripts as proof of enrollment
- 4. First two pages of most recent bank statement (checking, savings, portfolio, money market)
- 5. Two most recent pay stubs/earning statements
 - If you are a student, then please provide transcripts as proof of enrollment
- 6. Any other documents relevant to your occupancy and approval such as:
 - Prior Landlord Reference Letter
 - Historical Tenant Ledger

REQUIREMENTS

Income:

- Applicants must make 40x the monthly rent and have credit in good standing
- Guarantors must make 80x the monthly rent and have credit in good standing

NOTICE

All information shared and uploaded to On-Site.com through their secure application process is reviewed, analyzed and then eventually shared through a secure format both with the Manager/ Owner of the Apartment you are applying for, as well as Abode Residential LLC.