

# INSTRUCTION SHEET FOR THE APPLICANT

## HOW TO FILL OUT THE APPLICATION

1. Use a Black Ink Pen to fill out Application, .....No pencils.
2. **ATS** will not locate phone numbers for you.
3. Answer “**Married**”, “**Single**”, “**Divorced**” and how long.
4. If married, your Credit Report will verify, so please give accurate status. If you’ve been married a short period of time, please give details.
5. If single and sharing the same space, you each will need to fill out an application.
6. Provide **driver license** and **social security card** and/or **birth certificate** for ID.
7. Enter the rental amount you have applied for at the top of the application.
8. All students must have a co-signer. Stipends are the decision of the landlord. **Foreign students or Foreign Nationalities must have proper ID, I9, VISA, SS#, I-94 with picture ID, Green card-Resident card.** Whatever is required for sufficient identification.
9. Provide present and previous landlord history and present and previous employer history.
10. If you receive income from **SSI, AFDC, TA, STATE CHILD SUPPORT, FOOD STAMPS, TIPS, COMMISSION, RETIREMENT**, put this information on the application.
11. If you are on any housing programs – **SECTION 8, VOUCHER, NECAC**, any type of Housing Assistance, please list it on the Application with Verification... You will need to provide the caseworker and phone number with their extension.
12. If further information is needed, **ATS** will call you. You must respond quickly as we have 48 hours from getting the application to respond back to the Landlord. Always **FAX** Pay stubs or Tax Statement if you are self-employed.