

# Full Service Property Management

1400 Chalet Suzanne Road, Lake Wales, FL 33859 • 863.676.4448



## Checklist and Resident Qualifying Guidelines

- \_\_\_\_\_ 4-page application from EACH adult applicant – each adult needs a separate 4-page application
  - Filled in COMPLETELY, ALL pages initialed, page 4 signed (two most recent residences and two most recent employments required)
- \_\_\_\_\_ Employment Verification (signed by applicant) - we need one from anyone claiming income for qualifying
  - Applicant completes the TOP ONLY (MUST provide email and/or fax for employer) - Employer completes the remainder of the form
  - We do NOT do “The Work Number” or other such services – you can access it out via your portal and submit it to us
- \_\_\_\_\_ Last 4 pay stubs from EACH adult claiming income for qualifying
  - If paystub includes “year-to-date” information, the single most recent paystub is acceptable
- \_\_\_\_\_ Residence Verification (signed by applicant) - if applicants lived at separate residences, we need one from each
  - Applicant completes the TOP ONLY (MUST provide email and/or fax for landlord) - Landlord completes the remainder of the form
- \_\_\_\_\_ Color Copy of Driver’s License from EACH adult applicant
  - If you bring your ID’s to our office, we will be happy to make copies - a picture emailed or texted to us is also good
- \_\_\_\_\_ Any additional income verification
  - MUST have letters verifying SSI, Child Supp., Retirement, etc. – If self-employed, submit the most recent year’s tax return
  - Bank account records will not likely meet the requirements for income verification
- \_\_\_\_\_ Color photo of EACH pet that will be residing on the property
  - A picture emailed or texted to us will work
- \_\_\_\_\_ Application Fee - \$60 for EACH adult (money order or cashier’s check ONLY)
  - Delivered/Mailed to the office – NO electronic payments, NO personal checks, NO cash accepted

## Credit Score Recommendations for Security Deposit

Credit Score	Security Deposit
700+	\$100 higher than rent
625-700	\$100 higher than rent
575-624	1.5 times rent
550-574	1.75 times rent
Under 550	2 times rent

NOTE: No automatic recommendations and/or denials for criminal history

Applications Available at:

[www.FullServicePropMgt.com](http://www.FullServicePropMgt.com)

Please reach out to Kelsey with any questions  
863.589.7125 (text or call...be sure to leave a voicemail)  
fspm@michelleandtrety.com