



813-677-6782

## **RESIDENCY APPLICATION PROCESS**

The application form is to be completed IN FULL, signed and dated.

A Complete application form is to be done on ANY PERSON 18 years of age or older.

A \$40.00 money order for EACH applicant is to be received by our office before we process the application.

Each applicant is to provide the ORIGINAL of the following, office employee is to make copy FROM the original. (The applicant is NOT to just bring in a copy.)

1. Photo I.D. (Current driver's license, current passport, etc.)
2. Social Security Card
3. Verification of income from the resident(s) who will be on the lease(current paystub, disability income proof, Social Security income proof, bank statement w/direct deposit from income source, most recent year tax returns).

In lieu of a Social Security Card, the following will be acceptable:

Original letter from the Dept. of Treasury/Internal Revenue Service  
Assigning an ITIN (Taxpayer identification number). The copy  
provided will have the word "void" throughout the background along  
with the Department's Seal in the center.

We have up to 15 days to complete the application process, although we make every attempt to complete them sooner.

In addition, lack of understanding of information by the applicant provided on the application or any falsification of information may result in an automatic decline.