

Gold West

Property Management LLC

15252 SENECA ROAD VICTORVILLE, CALIFORNIA 92392
Mobile Home Park 760-241-6244 Apartments 760-241-7011
Fax 760-241-0573

CHECKLIST

Prior to turning in your application please make sure you have ALL the requested items on this checklist. Please note that all items must be turned in or the application will not be accepted!

- Application completely filled out with no blank spaces
 - Front page make sure to list prospective tenants at bottom and date it
 - Page 2 fill in all sections
 - Go back 10 years on Addresses
 - Make sure you put your banking information along with account number
 - Page 3 fill in all sections
 - List all creditors at top of page
 - Make sure to list all vehicles and include License #'s
 - Sign and date in center box of page
 - Last 2 pages of application
 - Only fill out box 1 (Print name, signature, phone number and date)
- Proof of Verifiable Income
 - Last 3 months pay stubs
 - Award letters (if applicable)
 - If you are receiving an annuity bring the information on the annuity
 - If you are receiving a pension bring the information on the pension
 - W-2 or 1099
- Last 3 months of bank statements
- Tax Returns (1040)
 - First 2 pages
 - If self-employed need tax return including Schedule C and any other Schedules that pertain
- Employment verifications sometimes must be done through a company called TheWorkNumber.com which will require an additional fee to be paid upfront.
- \$20 per application for application fee (Cash or Money Order only)
- \$200 holding fee (Cash or Money Order only)