

# APPLICATION PROCESS

We will run your credit report and implement a background report by AAOA once we receive the application fee of \$50. You may pay this by Zelle using the email (To Be Given) or in person by money order, Cashier's check, cash, or credit card with bank fee. You should receive an email by AAOA to approve the reports.

Below is a list of items we also will need to process your application. You may email these at the address [newstarmotel1953@gmail.com](mailto:newstarmotel1953@gmail.com) (note: do not use this for Zelle payments):

## ITEMS TO PROCESS APPLICATION

Completed Application (don't leave blank social-security number and your email address)  
Photocopy or picture of driver's license  
Pay stubs for most recent 3 months or offer letter if starting new job  
Last two most recent bank statements  
Employment verification form

## ONCE APPROVED

Holding Deposit form signed within 3 days  
Holding Deposit/Security Deposit paid via Zelle, money order, Cashier's check, cash, or credit card with bank fee.

## ITEMS NEEDED AT CHECK-IN

Lease Guarantee by AAOA (fee required)  
Will need major credit card at check in  
First month's rent paid via Zelle, money order, Cashier's check, cash, or credit card with bank fee.