



*By submitting your application, you acknowledge reading and agreeing to the following criteria and requirements.*

1. Personal Online Bank Connection through the Appfolio Application is required and preferred.
  - a. The landlord does not have access to any credentials. The income report shows gross income based on the applicant's personal income.
  - b. This connection helps verify active employment as well
2. PayStubs:
  - a. Two (if paid bi-weekly) to four (if paid weekly) pay stubs attached to the application.
    - i. It must include your full name, company name, pay period, and gross monthly income.
3. If you recently accepted a new job, you will need an offer letter signed by both you and your employer. The date should be visible in the letter.
4. The company's HR Department must verify gross income, hire date, and employment status.
  - a. Some employers use third-party companies like Vault Verify or Worknumber to verify employment. The applicant is responsible for submitting the employment report through the application.
5. If you are transferring from another state to Milwaukee with your current employer, provide a transfer letter confirming continued employment in the same role.
6. We require official recent documentation showing any sort of monetary award, alimony payments, scholarships, annuities, Social Security Income, or disability benefits, settlement agreements, residual income from investments, inheritance, etc. We require signed letters, statements, court orders, or other official documentation for these.
7. If you are self-employed or working through an online platform (delivery or otherwise):
  - a. Personal Online Bank Connection Required
  - b. Personal Paystubs as an employee of your company
  - c. Most recent 2-year tax return. Profit and Loss Form
8. If you're paid in cash or through checks
  - a. Profit and Loss form from your most recently filed taxes.

**Use Date: 05/16/2025 Use End Date:**