



Application Information for Occidental Apartments Community

At Occidental Apartments, we strive to make the leasing process simple, transparent, and consistent across all our managed communities. To ensure a safe and stable living environment, all applicants must meet the following eligibility and income documentation standards.

Eligibility Requirements

- **Age Requirement:** All applicants 18 years or older must complete a separate rental application.
 - **Income Requirement:** The combined gross household income must be at least two point five (2.5) times the monthly rent.
 - **Credit History:** Applicants must demonstrate satisfactory credit with no outstanding debts, late credit payments or evictions.
 - **Employment History:** Applicants should have at least two (2) years of stable, verifiable employment.
 - **Rental History:** Minimum of two (2) years of positive rental history, with no evictions or lease violations.
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Approved Proof of Income Documents

All income documents must be submitted in PDF form with no copy or screenshot and have to be verifiable with current date. Applicants may submit any of the following, depending on their employment status:

For Employed Applicants

- **Recent Paystubs:**
 - 4 consecutive paystubs form if paid weekly
 - 2 consecutive paystubs form if paid bi-weekly
 - 2 consecutive paystub form if paid monthly
- **Offer Letter:**

Must be on company letterhead, include the start date (within 30 days of lease start), and specify compensation. Employer verification may be required.
- **Bank Statements:**

3 most recent and consecutive months (all pages) showing direct deposits from employer.

For Self-Employed Applicants

- **Most Recent Tax Return:**
Filed within the last 12 months, or prior 2 years if an extension was filed.
- **3 Months of Personal Bank Statements:**
Must show income deposits related to self-employment & latest tax return.

For Unemployed Applicants

- **Unemployment Benefits:**
Most recent benefits statement and bank statement showing deposits.
- **Social Security or Disability Benefits:**
Award letter or proof of income letter from the Social Security office, or recent bank statements showing deposits.

Supplemental Income (if applicable)

Applicants who do not meet traditional income verification standards may qualify under supplemental income options such as:

- **I-20 (for international students)**
- **Trust Fund or Pension Statements**
- **401k or Annuity Distributions**
- **Court-Ordered Child/Spousal Support**
- **Savings (Lump Sum Assets):** 50% of available balance divided by lease term months.
- **6-Month Bank Statement Average:** Consistent deposits meeting the income multiple requirements.
- **Housing Vouchers (Section 8, VASH, etc.):** Proof of income only required for tenant's rent portion.

Background Screening

All applicants 18 and over will undergo credit, rental, and criminal background checks. Approval is contingent upon satisfactory results.

Additional Information

- **Identification:** Valid government-issued photo ID is required for each applicant and complete the ID verification to verify identity.



- **Application Fee:** A non-refundable \$60 fee applies per adult applicant. \$75 non-refundable application fee at Occidental.
 - **Security Deposit:** Required upon approval and varies by community.
 - **Pet Policy:** Pet-friendly communities may charge a pet deposit of \$250 per pet or monthly pet rent of \$35 per pet (restrictions apply).
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Our Commitment

Occidental Apartments is committed to provide a safe, respectful, and inclusive environment. We value residents who contribute positively to the community and maintain financial responsibility.

If you have any questions or need help with your application or proof of income documentation, please contact the leasing office at your desired community — our team is happy to assist.