

Document Requirements

Allow 5 Business Days on Average for Screening Process to be Finalized

Required Documents **MUST** be Submitted within 48 Hours

Applications **AUTO-CLOSE** if required Documents are **Not Received** within **2 Business Days**

Applicants **MUST LOGIN TO THEIR APPROVESHIELD PORTAL** using the secured link sent to their email or text

- 1) Confirm Identity/SSN
- 2) Sign & Date Authorization
- 3) Upload Documents - *see below*

Questions? Contact ApproveShield by logging into Upload Portal and clicking the "Communication Bar" to send a message

- ◆ Assistance that cannot be resolved using the in-app communication feature, call (972) 559-4730 extension HELP (4357)

Photo ID Required for ALL Applicants

- State-issued photo ID/DL (*US Passports **not** accepted as verifiable ID*)
- US Visa or non-US Passports will be verified by most current I-94

Income Qualifying Applicants - ONLY Documents Listed Below are Accepted

- Personal U.S. bank statements are required with each option below (PDF format only - NO screenshots)
 - ◆ **NOT accepted:** Business bank accounts are **NOT** accepted to validate personal income

Account Balance Validation

Liquid funds must meet 1x the lease term (Guarantor = 5x)

- 1 most current full Personal Bank Statements - bank statement(s) are always required
 - ◆ Account must contain liquid funds totaling **1x the lease term**
 - ◆ Guarantor: Account must contain liquid funds totaling **5x the lease term**

Employed -or- Started New Job

Income must meet 2.86x monthly market rent amount (Guarantor = 5x)

- 1 most current full Personal Bank Statements showing payroll deposit(s) - bank statement always required
AND
- 2 current & consecutive pay stubs
 - ◆ Note: For a recent job change (fewer than two pay stubs) - must provide offer letter **AND** first pay stub(s)
 - ◆ **NOT accepted:** Cash, Venmo, Zelle, or similar non-verifiable cash apps **NOT** accepted as verification of income - *see self-employed*

Offer Letter

Income must meet 2.86x monthly market rent amount

- 1 most current full Personal Bank Statement - bank statement always required
AND
- Offer letter with effective employment 60-days within of lease start date & on company letterhead
 - ◆ Note: Offer Letters will be independently validated with employers HR department

Self-Employed

Income must meet 2.86x annual market rent amount (Guarantor = 5x)

- 1 most current full Personal Bank Statement - bank statement always required
AND
- Tax Returns - 1 most previous years' filed 1040 tax returns (filing will be independently validated with IRS)
 - ◆ **NOT accepted:** business tax returns **NOT** accepted as personal income
 - ◆ **NOT accepted:** W2, 1099, Schedule C, or similar non-verifiable filing forms **NOT** accepted as verification of income

Self-Employed - paid regularly

Income must meet 2.86x monthly market rent amount (Guarantor = 5x)

- 1 most current full Personal Bank Statements showing self-employed payroll deposit(s) - bank statement always required
AND
- CPA Validation - 1 financial statement signed & notarized by a CPA verifying current & ongoing income

Other Income Source

Income must meet 2.86x monthly market rent amount (Guarantor = 5x)

- 1 most current full Personal Bank Statement / Benefit Statement showing benefit deposit(s) - bank statement always required
AND
- Government Benefit or Income Assistance Letter/Statement on official letterhead & dated recently **OR**
- A statement of annuity account payment showing regular annuity income dated within the last 30 days **OR**
- Retirement/Pension: benefit document on official letterhead or 2 current & consecutive pension/retirement paystubs **OR**
- Financial Aid statement from official Institution listing amount awarded for living expenses above & beyond tuition/books/fees recently dated