homeview PROPERTIES

New Prospect Tenant Checklist

Complete every step below. We review complete files only — incomplete applications are not processed.

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1 Apply online + Pay $20 application fee

homeview.managebuilding.com/Resident/rental-application/new/apply

- Fill the application out completely. Blank fields, missing employer or landlord contact info, and gaps in address history will hold up your file.
- $20.00 application fee via Cash/Venmo/Cashapp/Check

VENMO: Homeview-PM | CASHAPP: $homeviewproperties

2 Pay the $35 screening fee inside the application

This covers your credit and background check.

Pay it through the online application only.

Already have a report. If you can give us a copy of a credit or background check run in the last 30 days, we waive the $35 entirely.

3 Upload your documents in the application

- Last **3 pay stubs** for each applicant
- Prior year **W-2**, or last year's final pay stub showing year-to-date earnings
- **Photo ID** — clear picture of the front and back of your driver's license or state ID

Self-employed, retired, or non-wage income? Send any of these instead: last 2 years of tax returns, 3 months of bank statements, or your benefit / award letter.

Upload directly in the application when possible — it keeps your documents secure and attached to your file. If you cannot upload, email them to **[info@homeviewny.com]** or text pictures to **716-383-5860.**

4 Text us when your file is complete

716-383-5860 — text your name and the property address. We will confirm we have everything and let you know what is missing.

What happens next

- We only run credit and background once your file is complete.
- You will receive a copy of your screening report and the receipt from the screening company — New York law requires us to provide both.
- You will hear back from us within **[2 business days]** of a complete file, approved or not.
- Applying does not hold the property. Homes are held once an approved applicant signs and pays the deposit.

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What we look at — the same for every applicant

- Verifiable household income of at least **[3x]** the monthly rent -negotiable Credit score of **[600]** or better, or a co-signer who meets it -negotiable
- No landlord judgment or eviction filing in the past **[3]** years
- Positive references from your **[2]** most recent landlords
- No open bankruptcy

HomeView Properties is an Equal Housing Opportunity provider. We apply these standards identically to every applicant regardless of race, color, religion, sex, national origin, disability, familial status, age, marital status, military status, sexual orientation, gender identity, or lawful source of income, including housing vouchers and public assistance.

We move quickly on our homes. Complete files get decisions first. Thank you for your interest in renting with HomeView

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