Information to Gather Before You Apply

Wait List Application

FULL CIRCLE management

Gather the items below that match your household before starting your wait list application in RentCafe. Skip anything that does not apply to you.

PERSONAL INFORMATION (Everyone Age 18+)	
Have the following ready for yourself and each adult in your household.	
Type	**What to Prepare**
☐ **Full Legal Name**	As it appears on a government issued ID.
☐ **Date of Birth**	For every household member.
☐ **Social Security or Alien Registration #**	If you do not have one, you can note that on the application.
☐ **Photo ID**	Driver's license, state ID, passport, or similar. Optional but helpful.
☐ **Contact Information**	Phone number and email address,
☐ **Gross Monthly Income**	Before taxes are taken out.

ADDRESS HISTORY (Up to Past 36 Months)	
List every place you have lived in the last 3 years.	
Type	**What to Prepare**
☐ **Address**	Full address and the dates you lived there.
☐ **Rent or Own**	Monthly rent amount, if applicable.
☐ **Reason for Leaving**	A brief reason for leaving.
☐ **Landlord Contact**	Name and phone number of your landlord or property manager.

HOUSEHOLD MEMBERS	
Have information ready for everyone who will live with you.	
Type	**What to Prepare**
☐ **Each Adult (18+)**	Name, date of birth, relationship to you, Social Security number, income, and address history if different from yours. Race, ethnicity, and other demographic information (required for federal housing reporting).
☐ **Each Child or Minor**	Name, date of birth, and relationship to you.
☐ **Anticipated Additions**	Anyone expected to move in during the next 12 months, including a baby on the way.
☐ **Live-In Aide**	Details for any live-in aide providing care for an elderly or disabled household member.

INCOME (Everyone Age 18+ Who Has Income)	
Gather the details below that show how each person earns or receives money.	
Type	**What to Prepare**
☐ **Jobs / Wages**	Employer name, address, and phone number. Job title, pay frequency, and amount. Any overtime, bonuses, tips, or commissions.
☐ **Social Security, SSI, VA, or Pension**	The amount received and how often.
☐ **Public Aid / SNAP**	Your case ID number and caseworker's name, if applicable.
☐ **Unemployment**	The amount received and how often.
☐ **Child Support or Alimony**	The amount received, or the name of the person who pays you.
☐ **Other Income**	Any other recurring income and its source, such as retirement withdrawals or student aid.

MONEY AND ASSETS (All Household Members)	
Gather details for any of the following that apply to you.	
Type	**What to Prepare**
☐ **Bank Accounts**	Institution name, account type (checking, savings, money market), and current balance.
☐ **Other Assets**	The type and value of any other assets owned in full or in part by household members.

Additional Information on Back Page

EQUAL HOUSING OPPORTUNITY

A FEW MORE THINGS TO BE READY FOR

- ☐ Disability accommodation needs, and mobility, vision, or hearing accessible unit needs.
- ☐ Whether your household has any pets or assistance animals.
- ☐ An optional emergency contact, plus your bedroom size preference and estimated annual household income.
- ☐ **Signing:** every household member age 18 or older must review and electronically sign the application. Have all adults available to sign, together or separately, before you submit.