



PLEASE NOTE: Each property is individually owned and each owner may have a different outlook on the items listed below.

1. You must view the property in person before applying.
2. If interested, our agent will send you a link to apply.
3. To apply you'll need to complete/supply the following items:
4. Completed rental application
5. \$50 application fee per applicant/co-signer
6. Proof of income (pay stubs, bank statements, job offer, or tax information)
7. Copy of photo ID for each applicant

Income & Credit

- A healthy credit score.
- A rent-to-income ratio of 30%, meaning that no more than 30% of a resident's gross (before tax) income should go toward rent. For example, if your rent is \$1000, we're looking to see that you make \$3000 a month before taxes.
- We will also look at your rental history.

Application Tips

- While sending us copies of your paychecks are helpful, please send us a paystub that reflects your gross income (your income before taxes are taken out) and pay schedule to quicken the process. Please also make sure they are your most recent paystubs.
- If you send a bank statement, please try to send the last two-three months to show a payment pattern.
- If you are self-employed, please send your most recent 1040 and 2 months of bank statements.

Deposits

Once approved, to officially take a property off the market, you must put down a deposit of the first month's rent. Please note that dropping off your first month's rent before a decision is made does not guarantee approval. You can pay for your first month's rent electronically online via a link you will be sent. First month's rent can also be dropped off at the OCF Office at 1936 Washington Ave in the form of Cashier Check, Certified Check, Personal Check, Money Order or Cash. The office is open from 9:00 am to 5:30 pm daily.

Please note this deposit is only refundable in the event your application is denied. If your application is approved and you later change your mind about renting the property, the deposit will not be refunded to you.