



Thank you for your interest in one of our listings! Our rental application process for all of our listings is outlined below.

1. You must view the property in person before applying.
2. If interested, our agent will send you a link to apply.
3. A completed application includes the following:
 - Fully filled out rental application
 - \$50 application fee per applicant/co-signer
 - Copy of photo ID for each applicant
 - Valid Proof of Income (one or more of the documents listed below)
 - Pay stubs (2 Most Recent)
 - Bank statement (2 months)
 - Job offer (Executed by employer with compensation listed)
 - Tax documents (1099, W2, or Filed Returns)
 - Valid PHA Housing Choice Voucher

OCF Realty Screening Criteria:

Rental application: Must be complete, correct, and verified.

Credit history: Must prove history of on-time rental payments.

Please note that all tenant applications will be screened by National Tenant Network.

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 your application has been approved, to officially take a property off the market, you must put down a non-refundable deposit of the first month's rent. 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.