

Rental Application Packet Checklist for Faculty and Staff

1. **Cover sheet:** Here is your opportunity to put a real person behind the pages of information. Give an overview of yourself and your family or household. This can help the landlord make a better connection with you.
2. **Rental Application:** It is very important to be thorough and correct. This is the main document the landlord will use to determine if they will rent to you. Insufficient contact information for references is of no use to a landlord and reflects poorly on you.
3. **References:** Get your references in writing ahead of time whenever possible and include them in your packet. If you are bringing a pet, create a pet resume to highlight training, treatments, and past rental history.
4. **Credit report:** You are allowed one free credit report per year which can be accessed at annualcreditreport.com. You may also obtain your credit report for \$10.00 from Experian® Credit Report by calling 1-888-397-3742 or visiting their website at www.experian.com. However, some landlords and property managers prefer requesting one themselves from the company of their choice.