

LAUREL COMMONS APARTMENTS

14 NORTH RICHIE AVE.

RAVENSWOOD, WV 26164

PHONE: 304-273-3344

FAX: 304-273-1092

APPLICATION PROCESS

- 1. FILL OUR RENTAL APPLICATION COMPLETELY (please write neatly)**
- 2. PROVIDE COPY OF PICTURE ID OF EACH OCCUPANT OVER 18 YEARS OF AGE.**
- 3. PROVIDE COPY OF SOCIAL SECURITY CARD OF EACH OCCUPANT OVER 18 YEARS OF AGE.**
- 4. PROVIDE COPY OF TWO CURRENT PAYROLL STUBS FOR APPLICANT AND CO APPLICANT.**
- 5. PROVIDE COPY OF SSI OR DSI STATEMENT, if applicable**
- 6. PROVIDE COPY OF VEHICLE REGISTRATION AND INSURANCE**
(THE ABOVE CAN BE BROUGHT TO THE LEASING OFFICE WERE THEY CAN BE COPIED)
- 7. \$25.00 FOR A BACKGROUND CHECK ON EACH PERSON OVER 18 YEARS OF AGE THAT WILL BE LIVING IN THE APARTMENT.**
- 8. CALL THE OFFICE AND SCHEDULE AN APPOINTMENT OR CONFIRM APPOINTMENT THAT HAS BEEN SET ALREADY.**

