

ALL ITEMS NEEDED TO PROCESS YOUR APPLICATION

- ❖ \$15.00 Application Fee per adult – We accept checks and money orders ONLY

- ❖ Criminal Background checks from: see attached sheet

- ❖ Verification of Income(s) on applicant and anyone 18 years of age and older:
 - SSI, Disability, VA, pensions or retirement bring letter showing monthly amount received

 - Family Contribution letter (MUST BE NOTORIZED)

- ❖ Verification of Child Support:
 - Copy of divorce decree or legal separation papers
 - Printout of payment history from DHR and County Courthouse
 - Verification of non-receipt of child support or child support paid by one parent to another outside of legal process (MUST BE NOTORIZED)

- ❖ Birth Certificates (from the state, not the hospital) and Social Security cards for ALL members of the household

- ❖ Photo ID issued by the state for every household member over the age of 16

- ❖ If any applicant is a college student they must provide us with a status printout from the school they attend or plan to attend

- ❖ Anyone age 18 and over complete and **SIGN** the enclosed Authorization to Release forms

CRIMINAL BACKGROUND CHECKS

Thank you for your interest in Providence Place Apartments. In order for your application to be processed, all household members 18 years of age and older must have a criminal background check from EACH of the following:

Municipal Court of Tuscaloosa
2122 6th Street
Tuscaloosa, AL 35401

To be given on *Tuesday and Thursday*
8:00 – 3:00 pm
\$10.00

Circuit Court of Tuscaloosa Criminal Division
714 Greensboro Avenue
Tuscaloosa, AL 35401

To be given on *Tuesday and Thursday*
8:00 – 5:00 pm
\$10.00