



Application Requirements (Residential Unit)

**To apply for one of our apartments, please provide all necessary documents listed below
and submit a complete application**

Application	<ul style="list-style-type: none"> ○ Application Fee of \$100 is required per Application. (Payment to "Helm Management Inc" by cash, certified check or money order)
Tenants	<ul style="list-style-type: none"> ○ Cancelled Rent check or Prior Landlord Letter (Reference Letter) ○ Letter of employment indicating your position, length of employment, start date & salary bonus. ○ One(1) Pay Stub ○ One (1) Copy of most recent bank statement ○ One (1) Photo I.D (i.e. Driver's license, Passport)
Guarantors	<ul style="list-style-type: none"> ○ Copy of recent tax return or proof of income (recent paystub, etc) ○ One (1) copy of recent bank statement ○ One (1) Photo I.D. (i.e. Driver's License, Passport) ○ Original <u>Notarized</u> Guarantor letter (Attachment A)
If Self-Employed	<ul style="list-style-type: none"> ○ Two (2) most recent tax return ○ Original letter from a Certified Public Accountant or a Lawyer verifying nature of business and income for the past two years ○ One (1) recent bank statement ○ One (1) Photo I.D (i.e. Driver's License, Passport)
International Applicants	<p>Please contact our office to discuss with our manager</p>

Please provide two separate checks; one for the 1st month rent and the 2nd for deposit for a minimum of 2 months to "HELM MANAGEMENT, INC".

(All Fundable: Certified Bank Check, Money Order or Cash)

** The application fees are non-refundable and are not applied towards rent or security**