

2100 Memorial Apartments
2100 Memorial Dr
Houston, TX. 77007
713-861-6421
2100memorial@columbiare.com

Dear Applicant:

Please take a few moments to look over the list of Items required to submit your application.

- A \$21.00 NON-REFUNDABLE application fee per person 18 and older. Money order only
- Current Valid Driver's License/State ID for all household members 18 & over
- Social Security Cards for all household members. Note: Minor (under 18) SS cards should not be signed, if they are you will need to order a new one.
- Birth Certificates for all members under the age of 18.
- Employment- Complete name, address, phone/fax and email address of the HR department and the Four (4) most recent (consecutive) paystubs. Any variations with pay or hours will not be accepted. (EX. Pay increase, hours not being consistent from week to week)
 - Must be employed for at least 3 months.
 - **FORM MUST BE COMPLETE BY HR PERSONNEL ONLY.**
 - NO Gmail, yahoo, Hotmail, or personal email will be accepted for verification purposes. Emails need to be a company email.
 - Fax's need to have the sender's name and phone number programed into their fax to be accepted.
- Unemployment- Current award letter from the DOL office.
- Self-Employment –Past two years of tax transcript from the IRS with Schedule C or CPA profit and loss statement. Must be in business for at least 6 full months.
- Social Security, Pension, Retirement- Current award letter dated within the past 30 days.
- Child Support-Court papers if granted thru the court and the DCSS print outs.
 - DCSS Documents
 - Go to- My Case page and print out;
 - Case Payments (Support Order Details) print out.
 - Court Order Documents
 - A court order decree or child support order will be acceptable.
 - Please note that even if you do not receive payment and the case is still open (regardless of the year) with DCSS and/or the courts it will be counted.
- Landlord- Past 2 year's landlord(s) complete name, address, phone, email or fax number.

- If Divorced- Divorce Decree/Court Order (All pages)
- Student- Current school schedule and Financial Aide statement showing the funds and where they were distributed.
- If asset(s) are more than \$5000:
 - 6 months bank statements, 401k Statements, and/or all statements for all other assets.

Application process and time frames

- Set your appointment to complete an application- Applications must be completed in our office and **all** members 18 and over must be present to start the application.
- ***If you or a household member over the age of 18 are more than 15 mins late, not present or doesn't have all the necessary documents, you will have to reschedule for the next available time.***
- Plan to spend a minimum of **60 mins** for your appointment.
- Once we have completed the application packet, management will start the verification process, which could take up to 15 or more business days provide all information has been received and correct.
- The verification process includes running credit/criminal, sending out and receiving back employment, landlord, and asset verifications directly from the source it was sent to.
- Once all this information is back, the application is sent to our compliance department who may request additional information or corrections that may require you to come back into the office.
- ***Any applicant/household with missing and/or pending correction items will have 2 business days to provide management with the requested information to avoid cancellation of the application. If cancelled or denied you have to wait 90 days of notice to reapply.***
- Once the application has been approved or denied you will be notified and if applicable a move-in date will be scheduled. Move-ins must be done within 2 days of approval.
- Deposits are \$300 or \$600 and due on the day of move-in with the rental amount, deposits subject to change without notice.

You can reach us by phone at 713-861-6421, email at 2100memorial@columbiare.com should you have any questions.

Thank you for choosing 2100 Memorial Apartments as your new home!

