

WHAT TO TURN IN TO CRTE WHEN PURCHASING AN APARTMENT

All forms must be completed PRIOR to turning in to the CRTE office.

Check List:

1. A check in the amount of \$150 made out to Shore Drive Apartments, Inc.
2. Application for Purchase (2 pages)
3. Application for Occupancy (2 pages)
4. Disclosure & Authorization for Consumer Reports (credit/background)
5. Request for Verification of Income
6. Submit a copy of last year's tax return (1040)
7. All supporting financial documents
8. Contact/Emergency Information Form
9. Acknowledgment/Affirmation of No Pets Rule/CRTE Parking Rules

****UNTIL ALL REQUIRED DOCUMENTS, INCLUDING THE 1040 FORM, ARE RETURNED TO THIS OFFICE AND REFERENCES HAVE BEEN CHECKED, NO INTERVIEWS CAN BE SCHEDULED.**