Approval Worksheet

Person Contacted: ____________________________ Phone number: ____________________

Date: ____________ Time: ____________ Email: ____________________________

Message or Person:

Person Contacted: ____________________________ Phone number: ____________________

Date: ____________ Time: ____________ Email: ____________________________

Message or Person:

Security Deposit Amount: ____________ Money Order/Cashiers Check not Personal Check

Date Security Deposit to be Paid: ____________

Unit assigned: ____________

Date Lease to be signed: ____________

Monthly rent rate: ____________

Move in Date: ____________ Time (if possible): ____________

Date Rent Charge Begins: ____________

Pro-rated rent: ____________

Day rent will regularly be paid: ____________

Lease end: ____________

NWE phone number 1-888-467-2669

Day electricity to be in their name: ____________

Proof of Renters Insurance: ____________ exp date: ____________

Enroll in Landlord provided insurance at move in: ____________

Experian RentBureau reminder: ____________

Confirmation email sent date: ____________