

Westerly Apartments  
14300 Detroit Avenue  
Lakewood, Ohio 44107  
216-521-0053

**REQUIRED DOCUMENTATION TO BRING WHEN YOU HAVE AN APPOINTMENT**

1. **Picture Identification (not expired)**
2. **Social Security Card**
3. **Birth Certificate**
4. **Car Registration if you own a vehicle**
5. **Names & Addresses to be used for emergency contact.**

**REQUIRED DOCUMENTATION ONLY WHEN YOU'RE TOLD TO BRING IN FOR AN APPOINTMENT**

**INCOME**

**Social security and or benefit letter- *Must not be older than 120 days.***

**Pension-** Name and address of pension companies; Include member identification number

**Employment-** Most 6 recent paystub and name/address of company

**Income from rental property-** Lease agreement with rent amount show

**Unemployment-** Copy of check and /or benefit letter

**Workers' compensation-** Copy of check and/or benefit statement

**Welfare benefits-** Benefit statement (exclude food stamps)

**ASSETS**

**Bank Account-** 6 most recent statements

**Stock, bonds, annuities-** Most recent statement; name and addresses of all stockbrokers

**If you own government bonds,** we need to see the actual bonds or a statement showing interest earned and proof of value.

**Equity in real estate-** yearend tax statement showing value of property; and verification of monthly mortgage payments.

**Whole or Universal life insurance-** Name and address of company and policy number.

**MAXIMUM INCOME FOR SINGLE PERSON IS 35,880, COUPLE IS 41,400**

**WE ONLY TAKE MONEY ORDER UPON MOVE IN.**