



Bring all the following documents to your appointment. Incomplete applications will result in delays and could disqualify your application.

- \$25.00 money order or bank certified check **per adult** for Credit/Criminal Screening
- Money order or bank certified check in the amount of ½ month's rent to be held as refundable deposit
- Current original picture ID – all occupants 18 years old or older
- Original social security card – all occupants
- Original Birth Certificate – occupants under 18 years old
- Proof of income: one month pay stub **or** 2020 income tax return for each household member 18 years or older
- 3 years of rental history (Name, address, and phone number for each previous rental)
- Name, address, and phone number for all banks with which you hold an account

**If you receive income from any of the sources listed below, bring the name, address, and phone number of the agency and any other underlined documents from the list below.*

- Social Security Benefits:** Bring copy of current award letter
- Child Support and/or Alimony:** Bring copy of court order
- Disability or Death Benefits:** Bring copy of letter of determination or award
- Unemployment benefits:** Bring one of the following forms – Form 2000, Form UC-30, letter of determination, latest check stub
- VA Benefits or GI Bill:** Bring latest check stub
- Worker's compensation benefits:** Bring Form DOL-203
- Certificates of Deposit:** Bring copy of deposit certificate
- Payments from Trusts or Inheritance:** Bring record of latest payment
- Retirement funds, Pensions, or Annuities:** Bring latest check stub
- Payments from real estate:** Bring a copy of IRS Schedule E and/or a copy of mortgage note





Mercy Rosa Franklin Place
Application Checklist

802 MLK Jr Way S

Tacoma, WA
 98405

Information Line:
Mercyhousing.org/northwest/rosa-franklin-place

In order to qualify for leasing at Mercy Rosa Franklin Place, your annual income must not exceed the limit below. Your annual income will be calculated during the application process.

Annual Income Limit	
Household Size	Annual Income
1 Person - 30%	\$19,080
2 People - 30%	\$21,810
3 People - 30%	\$24,540
1 Person - 50%	\$31,800
2 People - 50%	\$36,350
3 People - 50%	\$40,900

Mercy Rosa Franklin Place

People's Park

