



Real Estate Property Management

Serving the Real Estate Management Industry Since 1983

Instructions For Apartment Application

Application and Fees:

Please complete the attached APPLICATION PACKAGE. Return these to our office with a MONEY ORDER for the "Application Fee". There is a charge of \$50.00 for each member of the household that is 18 years of age and over who will be living in the apartment. This is considered the "Application Fee" and is NON-REFUNDABLE. Cosigners must be processed in the same manner as applicants. **All Application fees and deposits handed in with completed applications must be in the form of a money order or certified bank check, no cash or personal checks will be accepted.** Incomplete applications will not be accepted.

Identification:

We require 2 (two) forms of identification. A government issued Picture I.D. with date of birth, and a social security card. These should accompany your completed application. We will make copies for you in our office.

Income Verifications:

We also need a copy of your last three most recent pay stubs.

Assistance Programs:

All sources of income assistance or rental assistance must be verified to be considered. Please bring all necessary documents as proof of any assistance.

Applications will not meet approval criteria if any of the following apply:

Unfavorable credit report, unfavorable landlord references, prior eviction, reasonable doubt as to the ability to pay rent satisfactorily (rent should not exceed 40% of family's gross monthly income) or an arrest and/or conviction history.

Applicants with a drug related or non-violent felony conviction within the last seven years will not be eligible for approval.

There will be no time limit, and applicants will automatically be rejected with the following: **1) Applicants with a sex offender conviction or inclusion on the Sex Offender Registry; 2) Applicants with a felony conviction, such as murder, manslaughter, assault, kidnapping, rape, robbery, drugs or any offense that includes a weapon charge.** Our policy for resident selection and screening is established to evaluate the applicant's ability to comply with the terms and conditions of our lease agreement if the application is approved.

Parking may or may not be available at certain locations.

Deposits Required:

A security deposit will be required. This is, in most cases, equal to one month's rent. In some cases, however, it can be higher based on credit, rental and employment history. If this occurs, you will be informed at the time your application is approved. A \$50.00 deposit is required to hold an apartment. This must be paid by money order at the time your application is submitted. This becomes part of the security deposit.

Once your application is approved a deposit equal to one month's rent must be paid within five (5) business days from the date of approval or the apartment will not be held.

All other funds due, including any additional security deposit and your first month's rent (if applicable) must be paid at the time of move in. If application is approved, then applicant agrees to enter into a lease agreement and pay rent as of the date the apartment is ready for occupancy. **Should you decide not to take the apartment after approval, all money will be forfeited.**

Applicant's Acknowledgement:

I have read and understand the apartment application instructions.

Applicant: _____

Date _____

Applicant: _____

Date _____