



# Important Information & What We Need from You

**1. Applications:** Completed for each individual 18 years and older occupying the apartment. Application must be complete, signed and dated. (Back of application: Complete sections 2 and 3 only.) Incomplete applications will not be accepted.

- Each applicant is required to pay \$35 for each application processing. You may pay online or in our office. We do not accept cash or credit/debit cards.
- A minimum credit score of 600 will be required.
- Holding Deposit of 1/2 the total deposit is required to hold an apartment for you. We will hold an apartment for 2 weeks to accommodate your move in date.
- We may ask for a guarantor &/or an additional security deposit when there is insufficient income, no rental history or credit history.
- An apartment is not considered on “hold” until we have received a deposit of 1/2 total deposit and completed application.

**2. Proof of Income:** We ask for combined income of at least 3 times the amount of monthly rent due. Acceptable forms of proof of income are:

- Two months of most recent wage statements, W-2 statement, prepared tax statement, checking/savings statement, retirement and dividend statements etc; or financial-aid documentation. We can make copies for you.
- A guarantor must also provide proof of income with their completed application and a “Personal Guarantee of Rent” form we provide. A guarantor must meet 6 times the amount of monthly rent on the apartment and have a credit score of 700 or higher. Application fee is \$35 for each guarantor.

**3. Pets:** (For Pet Friendly Properties Only) If you have a pet you must accept and adhere to our ‘Pet Policy & Agreement’.

- We accept ONE pet, 30 lbs or less per apartment. There is an additional deposit of \$500 required at move in if you have a pet.
- Your pet must be healthy, current on vaccinations and dogs must be licensed. A Vet report form that we will provide you with must be submitted to our office, along with the completed ‘Pet Policy & Agreement’ at the time you move in.
- Please provide us with a photo in the event your pet gets outside without you, so that we may help get your pet back home.

#### 4. Moving In:

- Please schedule at least 2 days in advance a day and time that you would like to move in. We want to be sure we can give you plenty of time to get to know your management, complete your paperwork and answer any questions or concerns you may have.
- With the ‘Welcome Letter’ you were provided with there is additional information you will need to know to make your move in easier.
- We will need to take copies of identification such as state issued ID or DL card. Please have this with you on your move in day. Please have your move in payment (rent and all deposits) available in the form of a **Cashier’s Check or Money Order**. For this first payment we will not accept a personal check.
- If you have a pet, please have a completed vet report and a photo ready for your file.

