

# **Welcome... to your new apartment home!**

Here are a few things about filling out your application we'd like you to know. This will help speed up the application process, as we work diligently to make you our next resident! Please note that we are on a first-come first-serve basis. Our units are rented very quickly, so to ensure you are considered, return your application as soon as possible.

## **Page 1 - Application for Lease**

- Make sure you fill in your current address and landlord. If you're living with a relative or a friend, please put their name and number down. Be sure to list your 2 previous addresses also.
- In section #4, be sure to list ALL persons who will reside with you. If you are filling this out as a guarantor, only list those occupying the unit including children.
- Please don't forget section #9 – this is often overlooked.
- #11 – please read and initial this, and ensure that you sign your application.

## **Page 2 – Authorization & Release**

- Be sure this is filled out and signed. It gives us permission to perform our credit and criminal background check.

## **Page 3 – Landlord Checklist**

- Fill in applicant names on the top left side, read, and sign.

## **WHEN YOU BRING YOUR APPLICATION BACK BRING WITH YOU:**

- Your photo ID
- Pay stubs, award letters, offer & acceptance letters, a statement on company letterhead with regard to your earnings or anything else which can prove your income.
- \$100 blank money order. If you're not approved, this is returned to you. If you are approved, this is applied to your security deposit. This secures the unit while we process your application as we are first-come first-serve.

## **WHAT TO EXPECT:**

- The application process typically is no longer than a few days; however, you can help to speed this up and ensure it doesn't take too long. Call your landlord/previous landlord and let them know we'll be contacting them. Oh, and ensure that the contact information you're providing us is up to date.
- If you are approved, we typically require at least a partial deposit within 2 days to continue to hold the unit.
- If you're not approved, we will call you to let you know. You will receive a letter explaining why your application was denied in the mail.