

# **APPLICATION AND INFORMATION**

- 1. APPLICATION MUST BE FILLED OUT COMPLETELY. FAILURE TO DO SO COULD DELAY APPLICATION PROCESS.**
- 2. THERE IS A \$35.00 APPLICATION FEE (\$35 FOR MARRIED COUPLES OR \$35 FOR EACH SINGLE PERSON ON THE APPLICATION).**
- 3. EVERYONE OVER 18 YEARS OF AGE MUST FILL OUT AN APPLICATION EVEN IF THEY ARE JUST AN OCCUPANT ON THE LEASE. THERE IS A \$15.00 APPLICATION FEE FOR THE OCCUPANT.**
- 4. WE WILL CHECK CREDIT, RENTAL HISTORY, CRIMINAL BACKGROUND, AND NATIONAL EVICTION CHECK. IF YOU HAVE BEEN EVICTED OR OWE ANOTHER PROPERTY MANAGEMENT COMPANY YOU WILL BE DENIED.**
- 5. YOU MUST HAVE PROOF OF INCOME. (PAY STUB OR LATEST TAX RETURN.**
- 6. IF YOU HAVE A PET THE PET MUST BE SCREENED. GO TO [PETSCREENING.COM](https://www.petscreening.com)**
- 7. IT IS YOUR RESPONSIBILITY TO PROVIDE PHONE NUMBERS OF CURRENT AND PREVIOUS LANDLORD.**
- 8. WE REQUIRE A PICTURE ID.**
- 9. IT TAKES 24-48 HOURS TO PROCESS AN APPLICATION. THE OFFICE WILL CALL YOU ONCE THE APPLICATION IS FULLY PROCESSED.**
- 10. RENTAL CRITERIA PROVIDED UPON REQUEST.**
- 11. SECURITY DEPOSIT, NON REFUNDABLE PET FEES, PET DEPOSIT AND PET INSPECTION FEES ARE DUE PRIOR TO MOVE IN. PICTURES OF PET MUST BE HANDED IN WITH APPLICATION.**
- 12. IF YOU HAVE A HUD OR HOUSING VOUCHER IT MUST BE PRESENTED WITH YOUR APPLICATION.**
- 13. YOU ARE REQUIRED TO HOLD RENTERS LIABILITY INSURANCE (NOT RENTERS INSURANCE). IF YOU DO NOT HOLD THE INSURANCE WE WILL PROVIDE IT TO YOU WITH A CHARGE OF \$9.50.**
- 14. OUR PREVENTATIVE MAINTENANCE PROGRAM FOR HVAC FILTERS IS A MANDATORY REQUIREMENT AT \$20.00 A MONTH.**
- 15. CERTIFIED FUNDS ARE REQUIRED FOR THE DEPOSIT AND FIRST RENT PAYMENT.**