

Proctor Square

The following are the requirements to **apply** for an apartment:

- Complete application (Per person 18yrs older)
- 2 years of rental and employment history
- A government issued photo Identification
- If filling out application with Tax ID, you must bring original form provided by Internal Revenue Services
- Proof of income (2) times the rent): _____
 - If paystubs: 4 for weekly payments or 2 for bi-weekly payments (Most recent)
 - If cash:
 - NOTARIZED letter with 3 most recent months of bank statements showing you are depositing 3 times the rent
 - NOTARIZED letter with most recent tax information
- **MUST pass a credit and background checks, for credit we require a minimum score of 505, No Open Landlord Debt within the last 84 months and No felonies convictions**
- The following Money Orders are required (*we DO NOT accept checks or cash*)
 - 1. \$50.00 application fee (per person 18yrs and older or per couple)
 - 2. \$200.00 Administrative fee
 - 3. \$88.00 - \$300.00 Deposit Choice Surety Bond

* *The application will not be accepted without all the requirements*

* *PRICES are subject to change without notice; we can ONLY hold price quote if application is submitted*

At the time of move-in you will need proof of renter's insurance (\$100,000.00 liability) and Georgia Power Account Number plus any other pending balance due.

All fees are non-refundable after 72 business hours. This includes Deposit Choice Surety Bonds, Administrative Fees and Holding Fees
