

## Spanish Mission

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 (3 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 475, 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. \$175.00 - \$263.00 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***

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