

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

- Complete application (Per person 18yrs older)
- Required 1 year of rental and employment history minimum (additional rental and employment history may be required based on screening results)
- 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:
  - Acceptable Forms of Documentation
    - Paystubs: 4 for weekly payments or 2 for bi-weekly payments (Most recent)
    - 3 most recent months of bank statements showing you are depositing 3 times
       the rent
    - Most recent tax information
    - Self-Employed or 1099 Employee: 1099 and most recent tax return as proof of income
- MUST pass a credit and background checks, and meet our minimum credit requirements, 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, However Application fees and Surety Bond may be paid via Online Application Portal)
  - o 1. Application fee (per person 18yrs and older or per couple)
  - o 2. Administrative fee
  - o 3. Deposit Choice Surety Bond

At the time of move-in you will need proof of renter's insurance (\$100,000.00 liability)

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

Administrative Fees and Holding Fees

<sup>\*</sup> The application will not be accepted without all the requirements

<sup>\*</sup> PRICES are subject to change without notice; we can ONLY hold price quote if application is submitted