Finding a new place to call home can be stressful, let alone going through all the paperwork. This document serves as a guide outlining our leasing procedure and can help answer questions you may have during the leasing process.

The **first step** in the application process is to **schedule a tour** of the property you would like to apply for. Because we are not a complex with model units, we require all applicants to view the specific property they are interested in. To schedule a tour, please give our office a call. During your tour, please make notes that you can reference upon move in (ex: room dimensions if not provided on the property listing, floorplan/layout, provided appliances, location of outlets, parking, pet policy, approval guidelines, etc.).

All applicants must submit the following items to our leasing department to complete the application process:

APPLICATION

- Found on our website under Availability > Apply Now (under the specific property)
- <u>EACH</u> prospective tenant that is 18 years of age or older must submit a tenant application online with a valid photo ID
- Please do not use a guarantor's information to fill in the blanks
- All fields with a red asterick are required.
- Any tenant less than 25 years of age must have a guarantor fill out a separate application
- Please only apply with a correct email for contact, any lease documents will be sent to the email provided on the application.

APPLICATION FEE

- All applications require a $75 Non-Refundable application fee. The fee can only be paid upon submission of the application, failure to pay the fee will result in your application being voided. You will need to submit an entirely new application with fee in order for us to process. The fee cannot be paid after the application is submitted.
- Application fees are used to screen tenants and guarantors background, credit, and income.
- We do not waive application fees for any reason. All tenants are required to complete the same application process.

FINANCIAL PAPERWORK

- All properties require proof of net monthly income equal to 3x the monthly rental amount
- If you will not meet the income requirement, a Guarantor may apply as well
- We ONLY accept proof of income in the following forms:
    - Pay stubs showing monthly net income (Name and pay period must be visible)
    - Tax Returns
    - W2's
- We DO NOT accept the following as proof of income:
    - Bank Statements
    - Retirement or Investment account portfolios or statements
    - Screenshots of deposits into a bank account
    - Cashapp, Venmo, etc.

SCREENING

- We perform background and credit checks on all applicants and guarantors. Below are general guidelines on what is assessed while screening:
    - Credit History: Established, positive credit history without delinquencies
    - Rental History: No previous or pending Evictions
    - Criminal History: No felonies, violent or drug related crimes
- Along with background and credit, employees will also review income documents for approval and may contact any references listed on the application.

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GENERAL INFO

- Please allow at least 24 hours for processing before asking for application status
- All properties are leased on a First come, First served basis. We do not hold properties. The only way to secure a property is for EVERYONE applying to the property to have all required paperwork submitted and approved.
- You will be contacted once screening is complete for the full group to go over any lease fees, approval guidelines, etc.
- Any Lease fees will be due upon signing. Including but not limited to Security deposits, separate lease fees, animal fees
- Please call, text or email us for any questions regarding the application, screening, approval or signing process!