



## **RENTAL APPLICATION REQUIREMENTS**

Anybody who will be residing in the apartment who is 18 years of age or older will have to apply and be a leaseholder. Anybody who does not meet the minimum income requirement on their own or with a roommate must have a co-signer/guarantor.

### **NO EXCEPTIONS!**

In order for us to process an application, **EACH APPLICANT** must submit the following:

1. An application that is **COMPLETELY filled out and signed**
2. Two (2) most recent check stubs (if paid bi-weekly); Four (4) most recent check stubs (if paid weekly); I-20 (for international students); financial aid information (students); W-2 or the 1<sup>st</sup> page of most recent tax return; an employment offer letter on company letterhead
  - a. If you are a business owner you are required to provide: Two (2) Months of business account bank statements; Employer Identification Number (EIN) (or a Social Security number, if you're a sole proprietorship); Your business's formation documents; Ownership agreements; Business license.
3. A valid driver's license, state issued I.D. card or Passport/Visa and a copy of your SSN or ITIN
4. \$50.00 **non-refundable application fee per applicant** (paid via cashier's check or money order)

### **Please Note:**

- We perform a Credit and a Criminal Background Check on **EACH APPLICANT** (this includes co-signers/guarantors).
- Meet the minimum income requirement for the unit you are applying for. In order to determine if you meet the requirements, multiply the rent x 42. That will give you the minimum income for the apartment that you are interested in.
- If you do not meet the income requirement, we do accept Guarantors. The Guarantor would have to qualify income wise as well. (Example: your rent + Guarantor's mortgage/rent x 42= minimum income requirement for the Guarantor...\$1300(rent) + \$2000(mortgage) = \$3300, \$3300 x 42= \$138,600 (minimum income requirement). We will email/fax your Guarantor all of the necessary documents. All Guarantors must reside in the United States. Prior to the applicant taking possession of the unit, we have to receive ALL documents from the Guarantor. The Guarantor Addendum has to be notarized. If not, we will not accept the application.
- Upon approval, the security deposit will need to be paid to hold the apartment and move-in must take place within 30 days. If the applicant cancels their application after 48 hours of paying security deposit, \$250 will be withheld for a non-refundable cancellation fee.
- The **1<sup>st</sup> month's rent is due on move in day** and is to be paid via cashier's check or money order.
- While it is not mandatory, it is **highly suggested that each applicant get renter's insurance** prior to move in.

