



FOR SALE. FOR LEASE.
FOR YOU.

APPLICATION PROCESS

- Read complete application.
- All parties including co-signer, roommates and anyone 18 or older must complete an application and sign.
- **Entire deposit is necessary to process application.**
- Deposit will be deposited within 24 hours of application received in office.
- No refund will be given if you as applicant decline to accept the property you have been approved for.

APPROVAL PROCESS

You are not approved until your application has been processed and the property manager has informed you personally. When processing your application, the following are considered:

- Credit History check completed.
- Background criminal history completed.
- Verification of past rental history.
- Verification of employment.
- Debt to income ratio considered on all applicants.

LEASE SIGNING

- Keys are not given until the entire first months rent and deposits have been paid for and the lease has been signed by all parties.
- If you sign in the middle of the month, the entire first months rent is paid. The second month will be prorated so that you only pay for the days you reside on the property.
- If this is a roommate situation and you move out before the rest of your roommates do, you will not get any of the security deposit back and you may be held liable for the lease and rent whether or not you live there. A lease is not over until the property has been completely vacated or a lease renewal is signed.
- Each tenant and co-signer is individually responsible for the entire lease, not a portion only.

**This handout is for informational purposes only. It is not an offer to rent.
We do not charge an application fee to apply for any of our properties**



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