

## **STEPS TO THE RENTAL PROCESS:**

### **1<sup>ST</sup> STEP- APPLYING:**

- 1) The most important step is to get your completed application to us ASAP. Please refer to the attached list of required items that must be emailed/faxed or dropped off at our office.  
All roommates and guarantors must fill out and sign a separate application, and pay the \$100.00 application / \$50 co-applicant fee.
- 2) A \$100 application fee and \$50 for each co-applicant must be delivered to our office before we process your applications. The fee(s) must be paid in the form of a certified check, money order, or cash and is **NON-REFUNDABLE**. This approval process can take approximately 24 hours after all applications and fees are received.

### **2<sup>ND</sup> STEP- SIGNING A LEASE:**

- 1) After you are approved, you should make an appointment to sign the lease ASAP. Due to the quick rental market, the only way to secure an apartment is to sign the lease and put down a \$500.00 deposit to put the apartment on hold. If you are quick to act, leases can usually be signed the day after you apply.
- 2) We accept several applications on an apartment until a lease is signed. Our policy is that the first person to sign the lease is the person who will get the apartment, regardless of who had their applications in first. This is up to the sole discretion of the leasing agents.
- 3) At lease signing we only accept "Good Money" such as a certified check, bank check, postal check, money order and/or cash (we accept a maximum of \$1,000.00 in cash - no exceptions). For all other "Good Money" options, we accept a maximum of ten (10) separate checks - no exceptions. After you become our tenant, personal checks are accepted as rent payment.

### **3<sup>RD</sup> STEP- VERIFICATION & COMPLETION:**

- 1) We must receive full money for the apartment (first month's rent and one-month security deposit) at lease signing.
- 2) We verify all the information on your application such as your employment and tenant history, so please make sure we have proper contact numbers.
- 3) We must receive all the required paperwork, contact phone numbers (with adequate time to verify), and full funds before you are given keys to your new apartment.