

Application Process Steps

- 1) To complete Application(s), make sure that all phone numbers reliable. Please fill in current & previous addresses even if they're the dorms or home. **Incomplete Applications WILL STOP THE PROCESS.**
- 2) Check with your current landlord, if rental verifications are done by FAX; supply that number along with the landlord's phone number.
- 3) Submit proof of income, examples: tax return, pay stubs for 6 months, scholarship award letter showing award amount, student loans, letter of government support with award amount, etc.
- 4) Income must be 3 times the monthly rent or a Parental / Sponsor Guaranty will be required. The parent or sponsor is required to complete the Parental / Sponsor Application and sign this Guaranty. These forms may be emailed or faxed from this office. The Parental / Sponsor guaranty must be received in the office before the applicants can be allowed to sign a lease. These forms are required if someone other than yourself is financially responsible for payment of the rent.
- 5) ***If the person paying for or guarantying your rent lives outside the USA, you will be required to make a prepayment to cover the last 6-months of rent upon signing the lease. If your government is your support, they are considered outside the USA.***
- 6) Make sure to list 2 references, which is not a relative or current roommate. Please give their full name, address and either a phone number or email address.
- 7) The following forms are considered part of the application package and must be read and signed by all proposed tenants and turned in with the applications. The approval process will not start without these signed forms. Failure to read the forms before signing and thus not knowing the rules does not excuse you from the fines that can be imposed if the rules are violated.
 - a. RULES AND REGULATIONS
 - b. CHARGES SHEET FOR ALL PROPERTIES
 - c. SPECIAL STATEMENT FOR ACTIVITIES AT PROPERTY
 - d. PLEDGE TO MY ROOMMATES, if more than one person.
- 8) **\$25.00 nonrefundable application fee per applicant is required**

It is best to contact the office if you have any questions on your application or the process ASAP. Forms can be faxed or emailed, but hand delivery is best so the office can take a quick look at the application and catch any missing item. All parties involved are asked to come in together when turning in the applications and common forms. The approval process will not be started until all the required forms have been received in the office.

Once approved you will be emailed a contract and given 24 hours to respond and set an appointment to sign the lease. After this notice, applicants have 2 working days to sign the lease and pay the deposit in full. The security deposit is what reserves the apartment. Turning in the applications does not guarantee the holding of an apartment. A signed lease with a fully paid security deposit is required.

A lease signing appointment is required for the whole group to come together to sign the lease so all questions can be answered at once. Exceptions are made when someone is studying abroad or out of state.