**TO ALL APPLICANTS**

**Application must be submitted with the following:**

* **Application fee ( fee for each adult)**
* **Signed release for each adult**
* **Identification for each adult (presented in person)**
* **Social security cards for all**
* **Birth certificates for all**
* **Divorce, Separation and/or custody papers**
* **Social Security Awards letters (for all receiving benefits)**
* **2 months’ pay stubs for each employed person**
* **Proof of TANF and Snap payments (signed verification)**
* **Proof of Child Support Payments (signed verification)**
* **2 months’ Bank statements or ATM slip for pay cards**
* **Total household income must equal minimum 2 times monthly rent**

**We may require additional information as needed. Please respond to requests for additional information promptly to prevent delays in processing your application.**

**Applications general take one to two weeks to process but may take longer due to thorough Credit and Background Checks. You will receive a letter of approval or denial within 30 days.**

**Please contact us in the event you did not receive approval or denial within 30 days.**

**Deposits will be due and payable upon application approval for the next available unit. Rent will be due at move-in and may be pro-rated accordingly.**

**Please be on time for all appointments. Missing information or missed appointments may result in denial.**

**Fee Schedule:**

**Application $30.00 with application**

**Deposit $500.00 upon application approval**

**Rents vary at move-in**

**Credit History:**

* **Credit score at or above 550 or guarantor with credit score at or above 550**
* **No unpaid collections for rents or utilities (this includes cable, cell, satellite)**
* **Maximum of 3 unpaid collections**
* **Combined payments must be less than income**
* **No undischarged bankruptcies**

**Rental History:**

* **Must provide past two years’ personal rental history**

**Background History:**

* **Must provide past two years’ personal employment history**
* **No criminal history for drug possession, distribution or manufacturing**
* **No criminal history for sex offender**
* **No criminal history for violence**

**We do inspections monthly and we have a rewards program for all tenants who pay rents on time, have no cause for neighbor complaints, pass monthly inspection, turn in repair requests promptly and recertify on time.**