

PLEASE READ THIS BEFORE SUBMITTING YOUR APPLICATION

Leasing Procedures/Michele Lynch

1. Please make sure that all parts of the application are complete. Make sure the application is signed by the applicants. Anyone 18 or over must be on their own application and they must each pay **\$30.00 credit/debit card only**. This is non-refundable fee once we collect this fee and run your credit. Please do not fax applications. Original application with signatures must be received before credit can be run. Please submit your application in person to 320 W. Arden Avenue, Suite #110, Glendale, California 91203.
2. The total income for single and combined applicants when applying for the apartment must equal to 3 times the rent to qualify financially. They must supply a verifiable document supporting this income, such as pay stubs for 3 months, tax returns, 1099's, w-2'S or bank statements showing income being directly deposited (3 month's). A letter from the employer on letter head is acceptable. If you are a student and you do not have a social security card or you are not working you may offer to pay 6 month's up-front or get a co-signer; However, these are not guarantees that you will be approved; We have the right to deny your application if you do not meet our credit criteria.
3. If the applicant needs a co-signer and the owner approves co-signing at their property the co-signer must make 6 times the rent to qualify to be a co-signer. They must supply a verifiable document supporting this income such as pay stubs, tax returns or bank statements showing income being directly deposited (3 month's). They must have acceptable credit with no negative accounts at all.
4. No personal checks for 1st month's rent or security deposit allowed; only money order and cashier's check accepted. After you move in you can pay with a personal check for your 2nd month's rent and thereafter.
5. We need a legible copy of a photo I.D. for every applicant over 18 after you have been approved and upon moving into the vacancy. Acceptable photo I.D.'s are a driver's license, passport, student I.D., current identification with name and picture. Please bring ALL COPIES with you as we DO NOT Make Copies here at the office.