

# *Welcome Home*



## *Application Instructions*

To process an "Application to Rent" please note the following:

- 1) A separate application must be completed by each person over the age of eighteen who will be residing in the apartment.
- 2) All questions must be answered on the application.
- 3) The application must be signed and dated by applicant.

The Following items need to be submitted with the "Application to Rent"

- 1) Two checks (personal, cashier's or money order only please)
  - a) One in the amount of **\$300** which will serve to hold an apartment for 72 hours after **all** requested items are received. We can not hold an apartment for more than 72 hours without all paperwork
  - b) This hold deposit is fully refundable for 72 hours-after **all** requested items are received, and the application is approved; upon move-in, the hold deposit will be applied to the security deposit.
  - c) Another check to cover application fee(s) at the rate of **\$35 per applicant** over the age of eighteen. Application fees are not refundable.
- 2) A photocopy of applicant's **valid picture I.D**
- 3) A copy of applicant's proof of income. The gross amount **must meet the minimum income requirements of equaling 3 times the amount of rent.** (Acceptable documents include recent employment pay stubs, new employment offer letter, or, if self-employed, the most recent year's tax returns).

If all information is provided as requested, we can usually process an application within 24 hours of its receipt. Note: Applications received after noon on Friday may take a little longer.

Thank you for your interest in a Nath property.  
We look forward to providing you with excellent service!