



Upon leasing your new home with us, there are a few things you will need to bring with you to expedite the leasing process.

- PAYMENT:** Administrative Reservation Fee and Application fee. We require 2 separate personal checks/cashier checks/ or money order. **WE DO NOT ACCEPT CASH.**
- ADMINISTRATIVE/RESERVATION FEE:** \$150.00 Non-Refundable Fee.
- APPLICATION FEE:** \$40.00 Per Adult

#### **REQUIRED DOCUMENTATION TO RESERVE A NEW HOME:**

- APPLICATION:** Each person 18 years or older is required to complete an application. 12 months of verifiable rental history will be verified. Please be prepared to provide all residential address, contact names and phone numbers for this time frame.
- RELEASE FORM:** Sign and date the release form attached to the application. This form allows us to conduct a credit/background check.
- QUALIFICATION REQUIREMENTS:** Each applicant must read thoroughly, then sign and date.
- PAY STUBS:** 1 MONTH of most recent consecutive pay stubs per applicant. If it is a new position, an offer letter on company letter head is acceptable. For Self-Employed or other sources of income, please refer to the Qualification Requirements for further required documents.
- COPY OF STATE OR GOVERNMENT ISSUED PHOTO ID:** We will need a copy for our records.

#### **IMPORTANT INFORMATION:**

- 1. The background/credit check generally takes 2 business days to conduct, however the processing time may be delayed if information given is incorrect. In some cases, supplemental documentation may be required to approve the application.**
- 2. The Administrative/Reservation Fee is a non-refundable fee if you decide to cancel your reservation with us at any time during approval process.**
- 3. The Administrative/Reservation Fee is refundable if the application is denied for any reason.**
- 4. If you are leasing and are from out of state we will require all applicants to have their application notarized.**

**Thank You for your interest in our Community. We look forward to you joining our community.**

**Sincerely,**

**Retreat at Union Square**