



3 EASY STEPS... **TO MAKE THE TERRACE APARTMENTS** **YOUR NEW HOME**

STEP 1: To reserve one of our apartment homes you will need....

- ACH via Paylease, a check or credit card payment for \$100 (This is applied to your security deposit at move-in).
- There will be a non-refundable application fee of \$45 per applicant over the age of 18 to cover the cost of reviewing credit and rental history.
- Completed Terrace Apartments Application form for each applicant. This must be signed in person or notarized
- Drivers' license or government issued I.D. card with photo.
- Two (2) most recent pay stubs from your employment.
- If you are self employed, copies of last years tax return.

STEP 2: After 72 hours, or when your application has been approved, your personal check for \$100 will be deposited and credited to your move-in. This will be applied to your refundable security deposit and will reserve your apartment for you until your move-in date.

STEP 3: Upon move-in, you will pay the balance due on the security deposit and the amount of rent due at that time in the form of a cashiers check. THERE WILL BE NO EXCEPTIONS. We will be happy to accept your personal check for any future rent payments.

Application, Lease Term, and Qualifications

The application must be accompanied by a deposit check. The deposit will be returned (if all required application documents are received within 72 hours from submittal of application) in full if the credit, rental and financial qualifications are not met.

Lease terms are 12 months. Corporate housing and lease terms are available at a premium.

Qualifications to lease include: 1) Satisfactory credit history; 2) Monthly gross income equal to or greater than 3 times the rent. All income must be verifiable (by 2 current pay check stubs). Equivalent verifiable assets may also be used to meet qualifying requirements by providing a most recent tax return or bank statements (3 current months); 3) Employment verification; 4) Photo I.D.; 5) Valid driver's license if vehicle will be driven on site.

This information sheet is intended to give prospective residents a brief summary of leasing guidelines. Rates are subject to change without notice. Additionally, not all policies and guidelines are covered. The Terrace Apartments reserves the right to revise or modify the leasing guidelines and policies at any time without notice.

The Terrace Apartments does business in accordance with Federal Fair Housing Law. It is illegal to discriminate against any persons because of race, color, religion, sex, handicap, familial status, or national origin.

FOR OFFICE USE ONLY

APT.# _____

TYPE: _____

AGENT: _____

**TERRACE APARTMENTS
APPLICATION FOR RESIDENCE**

Proof of Renter's Insurance Required
(Co-applicant must complete separate application)

NAME OF APPLICANT _____

E-Mail Address: _____ **DATE OF BIRTH** _____

Any other names used _____ **SOCIAL SECURITY #** _____

PHONE #: _____ CELL PHONE #: _____

ALL OTHERS TO BE LIVING IN THE APARTMENT

Name _____ Date of Birth _____ Social Security # _____

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Name _____ Date of Birth _____ Social Security # _____

PRESENT ADDRESS

Street _____ City _____ State _____ Zip _____

How long _____ If owner, Lender's name _____ If renter, Manager's phone # _____

If Apartment Community, Name of Property _____ Reason for leaving _____

PREVIOUS ADDRESS

Street _____ City _____ State _____ Zip _____

How long _____ If owner, Lender's name _____ If renter, Manager's phone # _____

If Apartment Community, Name of Property _____ Reason for leaving _____

PRESENT EMPLOYER _____ How Long _____

Address _____ Telephone # _____

Position _____ Supervisor _____ Salary per month _____

PREVIOUS EMPLOYER _____ How Long _____

Address _____ Telephone # _____

Position _____ Supervisor _____ Salary per month _____

OTHER INCOME Source(s) _____ Total per month _____

CREDIT INFORMATION:

Bank (Checking) _____ Branch _____ Account # _____

Bank (Savings) _____ Branch _____ Account # _____

Bank (Loan) _____ Branch _____ Account # _____

CREDIT CARDS:

Card _____ Card Number _____ Credit Line _____ Exp. Date _____

Card _____ Card Number _____ Credit Line _____ Exp. Date _____

AUTOMOBILE INFORMATION:

Make _____ Model _____ Year _____ Color _____ License Plate# _____

Make _____ Model _____ Year _____ Color _____ License Plate# _____

Driver's License Number _____ State _____ Expiration Date _____

Address as shown on Driver's License _____

NOTIFY IN CASE OF EMERGENCY:

Name _____ Relation _____ Telephone # _____

Address _____ Business phone # _____

Are you being or have you ever been evicted? _____ Details _____

Applicant states the above information is true and correct and authorizes investigation and verification of any information contained herein.

DATE _____ **APPLICANT'S SIGNATURE** _____

MUST BE WITNESSED BY AGENT