



## **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 \$40 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 and 2) Satisfactory rental history; 3) Monthly gross income equal to 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); 4) Employment verification; 5) Photo I.D.; 6) 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