

CONCORD SQUARE

4 QUICK & EASY STEPS... TO MAKE CONCORD SQUARE APARTMENTS YOUR NEW HOME

STEP #1:

To hold one of our apartment homes, you will need the following:

- A non-refundable application fee of \$40.00 (\$120.00 max for 3 applicants or more) in a personal check, money order, or credit card payable to Concord Square Apartments.
- A personal check, money order, or credit card payment for \$350.00 payable to "Concord Square Apartments" we will hold your new home for 3 days (72 hours).
- Completed application(s).
- Driver's license/government issued I.D. card with photo.
- I.D. showing Social Security number.
- Two most recent pay stubs w/year to date, or last year's tax return.
- If self-employed, copies of last year tax returns.
- Income Requirement - Gross Income is a minimum of 3 times the Rent.

STEP #2:

After 72 hours, and/or when your application approval has been given, we will deposit your personal check, and/or money order for the \$350.00.

The \$350.00 will be credited to your security deposit account and will now reserve your new home for an additional 5 days.

STEP #3:

Upon the 5th business day of receiving your approval the following will be required to reserve your new home until your move-in date:

- Your signed lease agreement
- The balance of your security deposit *
- The first month's rent *

**Security deposit balance and first month rent must be in the form of a certified cashier's check or money order only.*

STEP #4:

Upon your move-in date (and in order to obtain the keys to your new home) the following will be required:

- Electricity account number provided by the Department of Water and Power
1-800-342-5397
- Proof of Renter's Insurance for your new home showing the required amounts of \$20,000 personal property and \$100,000 liability.

CONCORD SQUARE

Application, Lease Terms and Qualifications

APPLICATION:

- A \$40 application fee is required to cover the cost of reviewing credit and rental history.
- The application must be accompanied by a deposit check. A \$350.00 deposit check is required to hold the apartment.
- All paperwork must be turned in within 3 days, or the apartment will be cancelled.

LEASE TERMS:

- Lease terms are 12 months.

QUALIFICATIONS:

- Monthly gross income equal to 3 times the rent (all income must be verifiable)
- Employment verification
- Satisfactory credit history
- Satisfactory rental history
- Photo ID
- Valid driver's license
- Renter's Insurance Policy is required at the time of move-in.

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

In order to assure a quality lifestyle for all our Residents, we have established a maximum number of occupant guidelines for each floor plan type. These guidelines are: (2) occupants in a studio floor plan; (2) occupants plus (1) in a one bedroom; and (4) occupants plus (1) in a two bedroom.

Concord Square 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: _____

**CONCORD SQUARE
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 # _____

Name _____ Date of Birth _____ Social Security # _____

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