

3 EASY STEPS- TO MAKE PARK REGENCY YOUR NEW HOME

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

- A holding deposit check for \$350 payable to Park Regency Apartments. (This is applied to your security deposit at move-in).
- A non-refundable application fee of \$40 per applicant over the age of 18 is required at the time of application payable to Park Regency to cover the cost of reviewing credit and rental history.
- Completed Park Regency application form for each applicant.
- Drivers license or government issued I.D. card with photo.
- Proof of Social security number
- Two (2) most recent pay stubs from your employment.
- If you are self employed, copies of last years tax return.

******* Provide ALL information to your leasing agent within 48 hours*******

STEP 2: After 72 hours, or when your application has been approved, your personal check for \$350 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: Within five days of approval, you will need to bring the following:

1. Pay the balance due on the security deposit and the amount of rent due at that time in the form of a **cashier's check or money order and sign your lease**. We will be happy to accept your personal check for any future rent payments
2. Bring us your PG&E account number for your apartment here at Park Regency.
3. Remember we also require renter's insurance for all residents. (minimum requirements are \$20k personal and \$100k liability).
4. Make sure to set and appointment to come complete the paperwork and move in inspection on or before move in day. Set aside *at least* 45 minutes for this process.

**THE ENTIRE STAFF OF PARK REGENCY WELCOMES YOU. WE TRUST
YOUR STAY WILL BE AN ENJOYABLE ONE!**

Application, Lease Terms, and Qualifications

The application must be accompanied by a deposit check and all required application documents. The deposit will be returned in full if the credit, rental and financial qualifications are not met, or if the applicant cancels in writing, before 72 hours has passed from the time the application was submitted.

Lease terms are subject to change. 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; 7) ability to obtain Renter's Insurance with a minimum \$20,000 Personal Property and \$100,000 General Liability and provide proof of coverage prior to occupancy.

YOUR APPLICATION WILL BE CANCELLED IF ALL REQUIRED INFORMATION AND VERIFICATIONS ARE NOT PROVIDED AND COMPLETE WITHIN 72 HOURS FROM THE DATE YOU APPLY. At that time, only the \$350 holding deposit WILL be refunded.

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. Park Regency 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 of our Residents, we have established a maximum number of occupant guidelines as follows: (2) occupants in a studio floor plan, (2) occupants plus (1) in a one bedroom and (4) occupants plus (1) in a two bedroom.

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

Applicants acknowledge that they have submitted a rental application on _____.

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

Leasing Agent Signature

Date

FOR OFFICE USE ONLY	
APT.# _____	
TYPE: _____	
AGENT: _____	

PARK REGENCY
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