

Application Policy

The following guidelines should be followed for all applications:

- Application completed and signed by each applicant (either physical or electronic signature)
 - Applicant – anyone 18 years of age or over who will occupy the unit
 - If there are more than 2 applicants, multiple applications are required.
- Collect the following fees prior to running application in Yardi Resident Screening
 - Application Fee (one fee per applicant)
 - Reservation Fee
 - Security Deposit
- Proof of Income provided by all applicants (one of the following must be provided)
 - Tax Return
 - Past two pay stubs from current employer
 - Employment contract
 - Other income:
 - Child Support – court documentation required
 - Alimony – court documentation required
 - Stipends – letter from the university
 - Social Security/Retirement – show direct deposit of funds into general account
- All applicants entered in Yardi/Voyager
- Run all applicants through Yardi Resident Screening (run Yardi Screening report type)
- Review Federal Credit Reporting Act (FCRA) credit alerts/Checkpoint Messages
- Possible Yardi Resident Screening Results (if running multiple applicants together, follow the Group Recommendation)
 - Accept (Normal Deposit)
 - Applicant(s) may be moved through the system
 - Accept with Condition (Guarantor)
 - Guarantor may apply for applicant (must be added into Yardi and Guarantor screening must be accepted)
 - Guarantor must provide proof of at least 3x the rental amount to be considered
 - Accept with Condition (1 months' rent required as security deposit)
 - Required to pay 1 month's rent as security deposit in addition to the regular security deposit
 - Reject
 - Applicant(s) may not move forward in the system

*If a refund check is required, the check must be made payable to ALL applicants. Please refer to application for cancellation policy.