

# VILLA MADRID APARTMENTS

## Items Needed When Returning Rental Application:

Each person who is 18 years or older that will be living in the apartment must complete the Rental Application. Applicants must return all of the following within 24 hours. Each of the following must be returned with the completed Rental Application packet:

- Application deposit - \$100.00 per person. **NO CASH OR CARD WILL BE ACCEPTED. ONLY PERSONAL CHECK, CASHIER'S CHECK, OR MONEY ORDER ARE ACCEPTED IN OFFICE.** Application deposit is non-refundable in the event of rejection, withdrawal, or cancellation of rental application. Please refer to the Rental Application and Statement of Rental Policy for additional details.
- Application fee - \$40 per person. **NO CASH OR CARD WILL BE ACCEPTED. ONLY PERSONAL CHECK, CASHIER'S CHECK, OR MONEY ORDER ARE ACCEPTED IN OFFICE.** Application fee is non-refundable.
- Will need a copy of State issued Driver's License or State issued Identification card. Copies may be made in office or a scanned copy may be sent electronically.
- Proof of income – Must be at least 3x amount of total rent amount. Only verifiable income will be accepted. Paystubs, bank statements (2 most recent months), W2, offer or award letters, or I-20 accepted.
- If you are self-employed, will need a copy of most recent tax return or tax documents as well as DBA certificate to verify income.
- If applicant will have a guarantor in lieu of proof of income, guarantor form must be completed and returned with the guarantor's ID and proof of income.
- Each person 18 or older that applies needs United States ID and SSN in order to run criminal history and credit check. Guarantors must also provide United States ID and SSN to run criminal history and

credit check.

- If applicant is not a US citizen, Supplemental Rental Application and supporting documents are required.
- If applicant will have a pet, the pet must be approved by management prior to coming on property. The pet deposit is \$225 plus a one-time non-refundable fee of \$200 = \$425.00 total. No monthly pet rent is charged.