



## Welcome to Arcadian Apartments

We are pleased that you are considering Arcadian Apartments as your next home. Please take a moment to review the following information and let us know if you have any questions.

### Qualifications for Residency

- Each person over the age of 18 must complete an application and provide valid identification.
- Credit for each applicant must be in good standing with all creditors in a current condition, and no outstanding past dues.
- Prior rental history must be verified and a satisfactory reference must be obtained.
- Applicants must gross no less than THREE times the total monthly rent and *all sources of income must be legal and verifiable*.
- We do not participate in the Section 8 program.

### Application Process

- All applications, residency verification and employment verification must be completed *in full*, with all necessary information and signatures.
- Although a social security number is not required for purposes of processing your application, documentation sufficient to establish identity will be required. Acceptable documents for the purpose of establishing identity include, but are not limited to Passport, Driver's License or Government issued photo identification card, and Foreign government issued driver's license or ID.
- For security purposes, presentation of photo identification is required before viewing an apartment. After the rental application has been processed and approved for tenancy, a copy of a photo identification for all occupants in the unit will be required to be kept in the tenant's file for security and identification purposes, such as to verify identity in the event of a lockout.
- Applicants that are self-employed must provide tax return information from the previous year AND three most recent bank statements showing proof of ability to pay rent for the term of the lease.
- A **\$300 Holding Fee** must accompany applications before processing can begin.
- A **\$40 Application Fee** must also accompany EACH application before processing can begin.
- *All above monies (Application and Holding Fees), including all move-in monies, must be paid by Cashiers Check or Money Order.*

### Security Deposits

- The Security Deposit is based on credit history, income and length of time at current employment. Questionable credit report, less than six months at current place of employment or the addition of a co-signer will result in an automatic increase in security deposit.
- **Cat Deposit:** an additional \$400 for deposit and \$25 per month in pet rent will be added. The maximum number of cats allowed in a unit is two.

### Other Information

- Any co-signers will also be required to complete an application and submit the application processing fee of \$30. A co-signer must have unblemished credit.
- When more than one application has been handed out on any one apartment, a "hold" will be assigned to the first applicant to return all COMPLETED paperwork and all required processing fees.

Arcadian Apartments Management supports the Fair Housing Act as amended, prohibiting discrimination in housing based on race, creed, color, religion, sex, national origin, handicap, or familial status. The aforementioned qualification standards will be applied to all applicants. Once again, thank you for considering Arcadian Apartments as your new home.

We look forward to having you join our community.

Arcadian Apartments Management