

## **Rental Procedures**

Applying for your new home is simple! Just complete the rental application which is available online and turn it in with your screening charge to begin the process. The Criteria for Residency is also available online for your reference on application approval.

### **Application Process**

#### ***Rental Procedures***

1. Review the Criteria for Residency, available on this web site
2. Complete and sign a Rental Application for each adult household member
3. Pay the non-refundable screening charges for each individual Rental Application
4. Completed Rental Applications, with screening charges, will be processed in the order they are received.
5. The Rental Applications will be evaluated by a screening service. Be prepared to wait three business days for the outcome.

#### ***Application Approval***

1. If your application is approved, you will be required to return to the property in order to sign and execute a Rental Agreement within seventy-two (72) hours of approval notification.
2. If you are moving in immediately, all deposits, fees and a full first month's rent will be due at the time of Rental Agreement execution.
3. If you are not moving in immediately, you may pay a deposit to hold the apartment and execute an Agreement to Execute a Rental Agreement. The deposit will be applied towards the total move-in costs, but shall be forfeited to Landlord as liquidated damages if you fail to pay the full move-in balance and become a resident on the agreed upon lease start date. The full move-in balance will be payable upon an agreed move-in date not to exceed seven (7) days from the date of application approval. If the apartment applied for is not available within seven days of application approval, rent shall begin at the soonest date apartment is ready for occupancy as determined by IPM Co. at the time of lease execution. Once the balances of all funds are received, and all paperwork is completed, you will be given the keys to the apartment.

#### ***Application Rejected***

1. If the application is rejected, you will be notified promptly.

Income Property Management Co. is committed to Fair Housing. No persons shall be discriminated against on the basis of race, ancestry, national origin, genetics, sex, gender, disability, religion, marital or veteran status, or other legally protected status.