

**PROCEDURE TO RENT  
IN ORDER TO PROCESS YOUR APPLICATION(S) TO RENT  
THE FOLLOWING IS REQUIRED;**

1. **Application Fee \$20.00** (per applicant) - For credit check and financial investigation. If applicant (s) can provide a background or credit check in the last 30 days, the \$20.00 Application fee will be waived.
2. **Landlord Lease Administrative Fee -\$180.00** - Payable at lease signing, for preparation of new leases, riders to lease, establishment of new tenant Security Account, W-9, execution and delivery of lease to tenant.
3. **Building move-in fee - \$175.00** – Payable at lease signing for Coordination and scheduling of move-in with the building Superintendent. Preparation and protection of common areas, hallways, elevators, and building entrance(s).
4. Copy of Driver's License or Photo ID.
5. Lead Paint Disclosure Statement, signed and initialed.
6. Federal Tax Return and W-2.
7. A current pay stub from your employer.

**AT LEASE SIGNING TENANT WILL BE REQUIRED TO HAVE;**

1. Separate Checks payable to Estates Supervision for;
  - a) First month's Rent (Prorated when applicable)
  - b) One Month Security Deposit

**MOVE-IN REQUIREMENT  
MOVING COMPANY CERTIFICATE OF INSURANCE**

1. Tenant (s) to request moving company to provide a certificate of insurance naming the Landlord as an additional insured.
2. Move-ins are permitted Monday to Friday 8:00 am – 5:00 pm and must be coordinated with management office and building Superintendent.
3. All wood floors must be 80% carpeted.
4. Superintendent Requires keys for emergency access
- 5.

**MOVE -OUT PROCEDURE AND RETURN OF SECURITY DEPOSIT**

1. Tenant to fulfill all obligations contained within the "Articles" page 6 of the lease.
2. Tenant will receive return of Security Deposit within 14 days after tenant vacates the premises and the apartment is left empty and broom clean. Any extraordinary wear and tear, building damage, personal property left in apartment or violation of move-out procedures will result in forfeiture of the Security Deposit.

**MINIMUM INCOME REQUIREMENT**

As a general rule the minimum income requirement is \$55,000 for a Studio, \$65,000 for a one bedroom, \$75,000 for a two bedroom and \$85,000 for a three bedroom.

The minimum FICO score required is 720.

**IF YOU HAVE ANY QUESTIONS REGARDING THE ABOVE PROCEDURE,  
PLEASE CONTACT YOUR REALTOR.**