

42 Jackson Street, Akron, NY 14001 Phone: (716) 341-6288

POLICIES & PROCEDURES FOR RENTAL APPLICATION

Security Deposits shall equal one month's rent.

Apartments shall be delivered to the tenant on the date the lease begins. If an apartment can be occupied sooner, then the tenant may be allowed to move on early, but this is not guaranteed.

Applications are accepted when a completed form is delivered to the rental agent or our office with the non-refundable credit check fee, which is \$20.00 per person, along with a deposit equal to one month's rent. Once we have received the completed application, the credit check fee and the deposit, the apartment you are applying for is taken off the market while the application is being processed.

It will take approximately 3 to 5 business days to process and application, provided all requested information is supplied by the applicant.

If credit is approved and a lease is offered to the applicant, the deposit is applied to the tenant's security deposit. If for any reason management does not approve a prospective tenant's application, the deposit is returned to the applicant.

KEYS TO THE APARTMENT WILL BE ISSUED WHEN THE FIRST MONTH'S RENT IS PAID.

X _____
APPLICANT DATE

X _____
LANDLORD DATE

X _____
APPLICANT DATE