

McQuarters Realty Company

Rental Procedure

- 1) Complete the application and pay a \$40 per person application fee. The application fee is non-negotiable and non-refundable (includes guarantors). All people applying for the apartment must pay the application fee.
- 2) Submit the completed application and all application fees to the leasing office. All documents supporting an application must be received within five (5) business days of submitting an application.
- 3) By signing the application, you grant permission for McQuarters Realty to contact your current/previous landlord for a referral and also do a credit/background check.
- 4) To qualify for the apartment:
 - a) You must have photo identification. Example: Drivers License or Passport
 - b) Your gross monthly income must be greater than or equal to three times the monthly rent. This income must be verifiable. A copy of two recent pay stubs, copies of the most recent tax return and an offer letter from employer stating salary are examples of proof of gross monthly income.
 - c) If you do not have sufficient income, we offer the following options:
 - (1) You may secure a guarantor for the apartment. The guarantor must complete an application and submit the \$40 application fee. The guarantor must be a US resident whose gross monthly income is greater than or equal to three times the monthly rent for the apartment. The guarantor's income must be verifiable.
 - (2) You can prepay your LAST six month's rent.
 - d) No open bankruptcies or collections. Applicants must show credit re-establishment since bankruptcy. All collections must be paid off.
 - e) No previous evictions.
- 5) Upon approval of the application, we will mail:
 - (1) A cover letter stating the total amount owed for security deposit, (security deposit is equal to one month's total rent (rent +parking) first month's rent and other fees if applicable.
 - (2) Two copies of the lease.
 - (3) Any utility paperwork that is required.
- 6) The security deposit, first month's rent and all other fees must be received with your signed lease.

