



Rita Nowak
Property Manager

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IMPORTANT: PLEASE READ RENTAL APPLICATION INTRODUCTION LETTER

Dear Applicant:

Thank you for your interest in our community. Please take a few moments to read this letter, in order for us to process your application in a timely manner.

Each person applying to reside in a given apartment **needs to** fill out an individual application and **must be 19 years old or older by move in date!** A parental guarantee should be completed for all applicants age 21 and under. The fee for a parental guarantee is **\$15.00**.

At the time an application is submitted, a **\$45.00 Non - Refundable Application Fee** is to be paid by each applicant. A background check is required on all individuals applying for an apartment. This may include, but is not limited to: Birth, Court, Criminal, Financial, Immigration, Legal, Military, Naturalization Records, and Social Security Number Verification, etc.

(The background investigation fee, above standard fee, *will be withheld from your security deposit upon move out*).

The Security Deposit **MUST** also be paid in full at the time the application is submitted in order to **"HOLD"** an apartment. If for any reason the applicant is turned down the security deposit will be returned to the applicant minus background check fees, credit card fees (if a credit card is used) and other administration fees. The application fee of \$45.00 per person **will not be refunded** regardless of whether the applicant is approved or not, therefore the **application fee must be paid by a separate check or money order** from the security deposit. If the applicant is approved and for any reason decides not to rent the apartment applied for, the security deposit will not be refunded.

If the Applicant is approved and the move in date is less than **"FOUR" weeks** from the application approval date, the Security Deposit **must be paid with certified funds** or a **credit card** (it cannot be paid with a personal check).

The Applicant **MUST** sign the Disclaimer Release portion of the application, as well as, the Security Deposit and Receipt portion of the application in order for the application to be completely processed.

Please ask for a **COPY of the LEASE** (if not attached) and take time to read it over. We **DO NOT have a "BASIC" lease**; instead we have a lease which is customized to our apartment location and residents and clearly outlines the policies of our community.

Thank you very much for your interest in Coronado Apartments. If you have any questions concerning the application or the lease, please feel free to call our office.

Sincerely,

Rita Nowak
Property Manager

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