



Apex Property Team Rental Information and Application Instructions

Apex Property Team will assist all applicants without regard to race, color, creed, sex, religion, national origin, familial status, marital status, handicap, or ancestry

Application Requirement:

1. Each applicant over the age of 18 must fill out a SEPARATE application completely and legibly (excluding dependent children). This guarantees our compliance with Federal, state and local Fair Housing laws.
2. Applicants are **not** accepted on a "first-come, first-served" basis, but on a best-qualified basis.
3. The information requested on our application provides the basis for selection of the best neighbors for all of our residents. Please fill in all spaces and answer all questions as fully as possible (*more information is better than less*). **Incomplete applications will not be processed.**
4. All information will be checked by phone or in person.
5. No evictions or felonies.
6. Apex Property Team will pull a credit, eviction and criminal report on every applicant and we will contact your current and past landlords, as well as your current and past employers.
7. If you have credit problems, let us know in advance. A letter of explanation *may* help to qualify you.
8. Any false statements or deliberate misrepresentation of facts will automatically disqualify the application.

Provide and Return with your completed application:

1. 2 months copies of current pay stubs.
2. If you are self-employed, you will be required to verify your income with copies of Federal tax returns, 1099s and/or other relevant data.
3. 2 months copies of current bank statements, ALL pages.

If Applicable, Provide and Return with your completed application:

1. Verification of Retirement / Pension, Trust distributions, Social Security, Disability or Child support.

If Accepted for Tenancy:

1. A \$20.00 non-refundable processing fee is required.
2. Management must personally meet all persons and pets that will reside in the residence.

By submitting your application, you authorize access to your Credit Report, Eviction History, Job History, Criminal History, and NSF Checks. If you have a current credit report, please submit with your application.

If applicant does not read and understand English to a competent level, it is the applicant's responsibility to provide their own translator before they accept and sign the lease agreement.

Applications can be emailed, faxed or handed to management:

Attention to: Leila McCauley – phone: 760 459 2711

info@apexpropertyteam.com / fax: