

Procedures for Leasing a Property

1. Fill out the application completely making sure that no items are left blank.
If something does not apply to you, you will need to put N/A (not applicable) next to that item. Also, please be sure to sign the front of the application as well as the back. You do not need to fill out anything on the back side besides your signature. (This will need to be done for anyone over the age of 18 that will be living in the property and is not your spouse)
2. Attach a month's worth of pay stubs to the application. This is also for anyone over the age of 18. If you are military it will need to be your full month LES not midmonth.
3. Attach a copy of your current photo id. This can be any government issued id that is not expired. (This is also for anyone over the age of 18.)
4. We also require you pay the full deposit in the form of money order or cashier's check. We **do not** except personal checks or cash. If you are not approved we will refund the full amount. However, if you are approved it rolls over as your security deposit which you will be refunded minus any repairs upon your move out. Once you have placed a deposit on a property and you are approved, if you decide you do not want the property you would lose the deposit. The deposit is to secure the property for you.

If you have any questions please feel free to call our office during business hours and someone will be happy to assist you.

Thank you,
Bentina Rentals



Items You Will Need To Have Application Processed

THIS APPLIES FOR ANYONE OVER THE AGE OF 18 THAT WILL BE LIVING IN THE UNIT!!!

When we run your application we look at your credit, criminal history, rental history, and your income.

- Deposit in the form of Money Order/ Cashier's Check
 - Valid Government Issued Id
- A months worth of paystubs (If you are military we need your most current month LES, not midmonth)
- If you are using POA we need a valid copy of your POA.
 - An emergency contact that is a family member.
 - A completed application (no items can be left blank)

**IF YOU OWE ANOTHER APARTMENT COMMUNITY THAT WILL BE AN
AUTOMATIC DENIAL!!!!**