

Application Process

*There are several tasks to complete before move-in is possible. (Application, income verification, screening, approval, signing the lease, setting up utilities, etc.)
This process can be completed quickly, or take several days depending on individual circumstances.
It is recommended that the applicant choose a move-in date that is far enough out to allow for these tasks to be completed in a timely manner.*

- The application is completed on our website www.alexanriverside.com.
- The applicant(s) will select the correct unit number, start date of the lease, and the lease term (in months).
- **Each person over the age of 18 must be added as an ADDITIONAL APPLICANT, and complete an application.** (spouse, significant other, family member, etc.)
- There is a **\$165.00 non-refundable** application fee (**per applicant**).
- The fee(s) must be paid in order to submit the application.
- Minors (*under the age of 18*) will not be required to complete an application. Minors must be listed on the lease as *occupants*. We require the **full name, birth date** and **social security number** for all minors before we can generate the lease contract.
- Pets (if any) must be listed in the pet section of the application. **(*Maximum of 2 pets per apartment – breed restrictions – and weight restrictions apply. All pets require Management approval prior to occupancy.)**

Approval Process

- Upon receipt of the electronic application, we will require a copy of **photo ID (for each applicant), and Income Verification** within 24 hours.
- Income (all applicants combined) must be equal to *at least 3 times* the monthly rent*.
- Upon receipt of the *Income Verification*, we will begin the screening process. Which includes credit, criminal and rental history screening. **All applicants must be screened.**
- The screening report can return with any of the following decisions:
 - **Approved** (Standard Refundable Security Deposit = \$500)
 - **Conditionally approved** (Additional Refundable Security Deposit - equal to 1 month's rent)
 - **Conditionally approved** (Guarantor Required) *If a Guarantor is required, the Guarantor will be required to complete a Guarantor Application, pay an additional \$165 Application fee, provide copy of photo ID, and proof of monthly income equal to at least **5 times** the monthly rent.
The Guarantor will then be screened for approval.
 - **Denied** (This screening decision will result in cancellation of the application).

Next Steps

- Upon approval, the applicant will receive an email detailing the next steps that are required before move-in.
 - **Renter's Insurance** We require a copy of the Declaration Page of the insurance policy before move-in.
 - **Electricity account** This service is required to be activated before your lease-start date. Failure to activate services will result in a \$50 fee. **We require the account number prior to move in.**
 - **Pet documentation** (Including photo & current vaccination records of each animal)
 - **Vehicle Information** (Required for parking permit registration)
 - **Cable & Internet Provider** is set up by the resident, and can be AT&T, Spectrum or Google
**There is an additional \$500 refundable deposit required for satellite dish.*
- A 'Welcome Letter', containing a breakdown of all move-in costs (*pro-rated rent, security deposit(s), pet deposit(s), pet fee(s), etc.*) will be attached to the email. These costs will need to be paid (on – or before) the lease-start date.
- Important information will also be attached to the email, including: *Community Parking Policies, Moving Truck Policies, etc.*
- Each adult applicant will receive an email from **Blue Moon eSignature Services**. This is a link to sign the *Lease Contract* electronically.

Move-In Steps

- On the day of move-in, please allow 15 minutes with our office staff to review community policies, and provide physical signatures to some remaining documents in our Leasing Office. At this time, we will also need to physically verify your photo ID.
- All move-in costs (*Prorated Rent, Deposits & Fees, etc.*) must be paid on the Resident Portal.
- ****We are unable to accept personal checks or money orders as payment.**
- Upon signing the remaining documents, we will be able to issue the keys to the apartment. Residents will receive (1) door key, (1) mailbox key, and (1) gate fob – per adult applicant. Residents must also acknowledge receipt of the 'Community Parking Policies', verify that the vehicle information provided is correct, and register their vehicle(s) for community parking.