



## APPLICATION REQUIREMENTS

In order for us to reserve an apartment for you and to begin the application process, we will need the following documents and information:

A completed **Rental Application**, signed by all adults applying to be leaseholders for the purpose of a credit check and a criminal background check. All persons 18 years of age and older will be required to be on the lease agreement.

A signed **Rules and Regulations** form, signed by all leaseholders.

A **photocopy** of the **driver's licenses/photo I.D.** of all occupants living in the apartment 18 years of age or older.

The **Social Security numbers** of all adults who will reside at the home.

Copies of recent paycheck stubs of all leaseholder applicants, or some other 3<sup>rd</sup> party written verification of income.

Application & Background Check Fee(s) - **\$30.00** per applicant and **\$45.00** per married couple (Non-Refundable) for leaseholders.

A Reservation Fee of **\$50.00** applied towards security deposit upon approval of application.

The Borough of Monroeville requires an inspection of each apartment/townhome, prior to a new resident moving in to the new home. In order to make this process more convenient, we have arranged with the Borough to have the homes qualified and pre-inspected before your move in date. An occupancy permit is issued to the Landlord upon passing the inspection.

An occupancy permit fee of **\$50.00 for apartments and townhomes** is required, along with your move in money.

Please feel free to give us a call at 412-702-9300 if you have any questions about our application requirements.

**Updated: 12/18/18**