

Eastbrook and Village Green Apartments



*Welcome! We're glad that you have chosen Eastbrook and Village Green Apartments as your home! Below is a list of items that should be turned in when applying for one of our apartments. We ask that you **please list all phone numbers and fax number on application and/or Guaranty of Payment form.** We cannot process the application unless all phone numbers and fax numbers are included.*

1. A completed application with all signatures. Please make sure that if you do have a co-signer, that the co-signer signs on the second and third page of the application where indicated.
2. **\$50.00 NON-REFUNDABLE application fee (per applicant) and a \$20.00 NON-REFUNDABLE fee (per adult occupant)** must be turned in with the completed application before we can begin to process your application. We accept cash, money orders, and cashier's checks. **We do not accept personal checks for the application fee.**
3. The Guaranty of Payment form must be turned in if there is a co-signer. The co-signer must fill out the form completely, front and back. In addition, the Guaranty of Payment form must be notarized and we will need the original form.
4. Your gross monthly income must equal at least three (3) times the monthly rent. Other forms of guaranteed income (student scholarships/grants, Social Security benefits, alimony, etc.) may also be accepted. To verify this, we ask that the applicant submit a copy of the last two (2) most recent pay stubs or a copy of the last W-2. If there is a co-signer, then the copy of the last two (2) most recent pay stubs or the copy of the W-2 must be that of the co-signer.
5. We require a security deposit to hold an apartment for future occupancy. When your application is approved, you may pay the security deposit, which is equal to one (1) month's rent. The security deposit will guarantee an apartment for any pre-lease or up to three (3) weeks upon immediate move-in. Please submit application fees and deposits separately.
6. Eastbrook and Village Green Apartments support the Fair Housing Act as amended prohibiting discrimination in housing based on race, color, religion, sex, national origin, disability, or familial status.
7. Since Eastbrook and Village Green Apartments adhere to the Federal Fair Housing Laws, **we cannot make exceptions** to any of our rental qualifications stated in this document.



