



Instructions for Out-of-State Applicants

If you are interested in living at Timber Ridge or Blue Sky Lofts but do not currently live close to Boulder, please follow these simple steps in order to secure an apartment.

1. Find an apartment that you are interested in that has a move in date that works for your timeframe. You can call us at **303-413-1227** to get the most up to date availability and pricing.
2. We require a deposit (\$1,000/studio or one bedroom, \$1200/two bedroom, \$1800/three bedroom) in the form of a check or money order **ONLY** to hold the apartment for you. We also require the administration fee (\$125) and application fee (\$35 per applicant) to be paid at the same time. **We CANNOT hold an apartment for you without a deposit check.**
3. In order to get us your deposit, you need to send it with a tracking number, and then call us with the tracking number immediately. Having a tracking number is considered "check in-hand." You can put a tracking number on anything you send from the US Post Office, UPS, or FedEx.
4. After you send your deposit, you have **seven days** (if you plan on moving in two weeks or less from your date of deposit, we need your paperwork immediately) to complete your application(s) and either your notarized co-signer form OR send us your proof of income. Proof of income can include W2s or pay stubs. Savings and checking account balances will **NOT** be counted as proof of income.
5. When we have all of your paperwork, we will do your background check and generate your lease. Keep an eye out for an email from us with instructions for signing your lease.

If you have any questions about this process, please feel free to call us at 303-413-1227, or email us at leasing.timber.ridge@comcast.net or admin.timberidge@comcast.net.