

GUIDELINES FOR SECURITY DEPOSITS

- Deposit Amounts Required:** A deposit of \$1000 (Studio,1br), \$1200 (2br), or \$1800 (3br) is required to secure an apartment. A \$125 admin fee and \$35 for each application must be paid with the deposit.

- Deadline for Submitting Application Materials:** Once a deposit is received, the apartment is held for **7 DAYS** pending the receipt of all applications and proof of income/co-signer forms. The hold on the apartment will be cancelled and the check returned to you if we do not have all required forms by the end of the seventh day.

- Seven Day Cancellation Grace Period:** After we have done the background check and you have been approved for an apartment, you have another seven days to cancel the reservation and receive a refund except for application and admin fees, as long as the move-in date is more than 30 days from the date of paying the deposit.

- Applying Within 30 days of Move-in:** If your move-in date is less than 30 days from the date you put down the deposit, the grace period for cancellation after approval is not available. Once the deposit is paid there is no option to cancel without penalty. You forfeit your deposit in this scenario. This does not apply to applicants who do not pass the screening process. If your application is rejected for any reason, you will receive a full refund except for any application fees.

Cancellation Penalties:

If you cancel after your initial seven day penalty-free grace period expires:

- More than 60 days from move-in date: \$150 Cancellation Fee

- 30-60 days from move-in date: \$300 cancellation fee.

- Less than 30 days from move-in date: No Refund, Deposit is Forfeited

By signing this page I agree to all of the above terms and conditions:

(Co-signer or Residents Signature)

Date

(Co-Signer or Residents Signature)

(Co-signer or Residents Signature)