



“When you’re ready for the home of your dreams”

Application Requirements/Agreement to Lease

WESTBROOK APARTMENTS HOW TO LEASE

APPLICATION FEE: The application fees are \$75.00 per person or \$75.00 per married couple. The application(s) must be signed and filled out completely. This fee is non-refundable. You must be eighteen (18) years or older to apply for an apartment.

HOLDING FEE: A \$200.00 holding fee is required to hold the apartment while your application is being processed. This fee is non-refundable unless your application has been denied. After approval and upon signing your lease, this fee will be applied toward your first month's rent.

Please Note: The above fees are to be paid in Two (2) Separate Checks Payable To: Westbrook at Weatherby, L.L.C.

REQUIREMENTS:

1. Positive credit history.
2. Positive rental history.
3. Your annual gross salary must be equal to or greater than three (3) times the annual rent.
4. Employment verification - one (1) month's worth of current pay stubs (or copy of offer of employment letter). If you are self-employed or retired, we will need to see copies of last year's tax return as proof of income.
5. Copies of Social Security Card and Driver's License.
6. Any lease that is executed through the mail and not witnessed by the Property Manager or Leasing Manager, must be executed and witnessed in the presence of a Notary Public.

PRIOR TO MOVE IN: A signed lease agreement along with a security deposit and move-in costs as stated below are due via money orders or certified checks within seven (7) business days after the application has been approved.

1. Security Deposit - Equivalent to one and one half (1½) month's rent. This is due at the time the lease is signed. This must be in the form of a certified check or money order made payable to **WESTBROOK AT WEATHERBY, L.L.C.**
2. First Month's Rent - This is due at the time the lease is signed. In the event the move-in date falls after the first of the month, this amount will be pro-rated. If the move-in date is on or after the 10th of the month, you will be required to pay the next month's rent in addition to the pro-rate. This must also be a certified check or money order made payable to **WESTBROOK AT WEATHERBY, L.L.C.**

The above must be paid with Two (2) Separate Certified Checks or Money Orders- One (1) check for the Security Deposit; One (1) check for the First Month's Rent and any Pro-rated Rent.

3. Proof that electric, gas, and water utilities are in your name prior to the move-in.

For more information call **(856) 467 - 4666**