

WAITING LIST PROCEDURE

HOLDING DEPOSIT: Once you have decided to make Talmadge Canyon Park your new home, you will need to put down a \$ 300 Holding Deposit, which will be applied towards your total deposit. At this time you will also sign an Offer to Rent, which states the terms of your deposit. This will put you on our Priority Waiting List according to the date and time you put down your deposit. The remainder of the deposit will be due within 2 two weeks.

APPLICATION PROCEDURE: You will be given applications for each Resident and Cosigner. All completed applications, along with the appropriate application fees, are due on the same date as the remainder of the deposit.

Individuals that do not meet the following requirements are required to have a Cosigner, and/or will need to put down an additional deposit, not to exceed two times the monthly rent.

- a) Rental History: Applicant must have a positive prior rental history.
- b) Income: Applicant must have a monthly income that equals two times the full monthly rent.
- c) Credit: Applicant must have a positive credit rating and not exceed an acceptable debt to income ratio.

Cosigners must also meet the above requirements and **reside in the state of California**. All Cosigners must complete an application.

If necessary, applications may be faxed to our office at (619) 284-5972.

NOTIFICATION OF AVAILABILITY: Approximately one month in advance of your designated move in date, one of the applicants will be called regarding the availability of an apartment.

MOVE IN DOCUMENTS: Prepared Leases will be mailed or faxed to all Cosigners. The documents will need to be reviewed, signed, and returned by **all** Cosigners prior to **any** resident moving in. If we do not have all of the necessary signatures, the move-in date will be postponed. Rent, however, will commence on the original move-in date.

MOVE IN APPOINTMENT: You will need to make an appointment for your move in day. This is necessary to avoid confusion. Coordinate times with you roommates and make this appointment with us as soon as possible.

MOVE-IN DAY: Your first month's rent will be due in the form of a cashier's check or money order on your move-in date. **Please remember that we cannot accept multiple checks or cash.** At this time, we will also need all Residents to sign the Lease. Keys will be issued and a brief orientation will also be given. ***Remember, no one will move in unless we have all the cosigner signatures!***