## NWA Custom Leasing

## Helping you find a house to call your Home

## Application Guidelines

- 1. Anyone over the age of 18 years or older must apply.
- 2. Attach- \$20.00 check, cashier's check or money order for each applicant.
- 3. Provide a copy of a photo ID for each applicant (Driver's License or Passport)
- 4. Provide a current paystub for each applicant. Proof of income must accompany all applications in order to process.
- 5. All applicants/occupants over the age of 18 are required to sign both signature spaces on page 3 of the application. Credit and Criminal signature spaces.
- 6. All sections of the application must be filled out completely.
- 7. Security deposit is equal to 1 months' rent. If applicant is interested in property and wants to secure it while their application is being processed, they must pay the deposit.
  - a. If applicant is not approved, their deposit will be returned.
  - b. If applicant is approved, the deposit will hold the property for 2 weeks only.
- 8. Properties are unable to be shown while still occupied. Once vacant, an appointment can be made with the leasing agent to view the property.

The above criteria must be met in order to process all applications. Once application guidelines have been met the application will be processed within 24 Hours of the next business day.