



## APPLICATION REQUIREMENTS

In order for us to reserve an apartment for you and to begin the application process, we will need the following documents and information:

A completed Rental Application, signed by all adults applying to be leaseholders for the purpose of a credit check and a criminal background check. All persons 18 years of age and older will be required to be on the lease agreement.

A signed Rules and Regulations form, signed by all leaseholders.

A photocopy of the driver's licenses/photo I.D. of all occupants living in the apartment 18 years of age or older.

The Social Security numbers of all adults who will reside at the home.

Copies of recent paycheck stubs of all leaseholder applicants, or some other 3rd party written verification of income.

Application & Background Check Fee(s) - \$55.00 per applicant and \$75.00 per married couple (Non-Refundable) for leaseholders.

A Reservation Fee of \$50.00 applied towards security deposit upon approval of application.

The Borough of Monroeville requires an inspection of each apartment/townhome, prior to a new resident moving in to the new home. In order to make this process more convenient, we have arranged with the Borough to have the homes qualified and pre-inspected before your move in date. An occupancy permit is issued to the Landlord upon passing the inspection.

An occupancy permit fee of \$50.00 for apartments and townhomes is required, along with your move in money.

Please feel free to give us a call at 412-702-9300 if you have any questions about our application requirements.