

Application Policies and Procedures

- Applications will only be accepted from applicants that have viewed the unit they will be applying for. Exceptions would be made if a model unit is being shown that will very closely resemble the other units being renovated or if a potential applicant is currently out of state or close proximity to the unit desired and a friend, relative or co-worker can view the unit on their behalf or if they are able to schedule and perform a video viewing with one of our showing agents. If an application is accepted for a "sight unseen" unit and the unit is deemed unacceptable by the applicant upon viewing and no remedies can be made to make the unit acceptable after all reasonable accommodation are considered the partial security deposit paid will be refunded and if a lease has been signed it would be voided.
- Applications will only be processed if they are accompanied by the required application fee and partial security deposit, as detailed on the application itself.
- Applications must be completely filled out with no question or blank left unanswered or checked off. Failure to complete an application may result in delays in processing or the application being moved to a backup application status.
- When an application is accepted the partial security deposit paid with the application will be held and applied towards a security deposit. The balance of the security deposit is due at the time the lease is signed.
- Only if an application is denied will the partial security deposit be refunded. Refunded partial security deposits will be mailed in check form, made payable to applicant or applicants, to the current address provided on the application unless another address is provided by applicant.
- All applications will be processed in the same way, that process includes but is not limited to, the following:
 1. A credit report will be accessed
 2. Criminal and eviction history will be pulled via court databases based on addresses provided and those retrieved from the credit report
 3. Current and previous landlords will be contacted and information about applicant's residency with them requested
 4. Applicants' income will be verified
- Upon review of the above further information may be needed and requested of the applicant.
- As each applicant is different this policy is not intended to cover every anticipated scenario.
- Each application will be processed and approved or denied based on the criteria outlined above.
- If application is accepted with a condition placed on it (i.e. co-signer or double deposit or short-term lease requirement) applicant may reject that condition and request their partial security deposit refunded, and the refund process is provided above.
- Further clarification of this policy on applications may be found on the application itself.
- Upon acceptance applicants will be required to schedule a lease signing within 3 business days. If unable to comply concession will be granted only if the balance of the security deposit, as indicated on the initial application, is paid. No undue hardship is intended by requiring an applicant sign their lease within three business days and all reasonable accommodations will be made to allow for the signing to take place within a reasonable time period assuming the balance of the security deposit has been paid.
- Should an applicant schedule a lease signing and fail to attend, and not call to reschedule prior to the arrival time that has been set, it is at management's discretion whether or not the lease signing will be rescheduled. Management may, at its discretion and based on circumstances, choose not to reschedule at which time the partial security deposit that has been paid will be forfeit.

- Should applicant be approved and indicate an unreadiness to follow through with a lease signing at that time the partial security deposit will be held for a period of six months from acceptance date and if the applicant contacts management and is ready at that time to move forward the partial security deposit will be applied as a credit towards their security deposit. After six months the partial security deposit will be forfeited.
- If multiple applications are received for the same unit those applications will be marked in with the date and time received and processed on an a first arrived first processed basis. If an application in 1st place is turned down, we will then process the next application in line. Once an application is approved, we will notify any back up applications and allow them the choice to keep their application in line, pending a signed lease, or receive a full refund of their application fee and partial deposit at that time. Once a lease is signed for the unit under application, we will notify all back up applicants and refund any application fees and partial security deposits on hand.
- Applicants receiving assistance with the application fee, partial security deposit, security deposit, pro-rated rent, rent or any other housing related expense from an organization are subject to the following requirement:
Mak Gregor Management will need a letter, on the organization's letterhead, stating that they will be assisting the applicant and what they will be assisting with.
This letter must be submitted with the completed application and if the organization is paying the application fee and partial security deposit will act as the pledge letter for those amounts. If no letter is provided, then no pledge of any assistance can be considered and the application will be processed if the application fee and partial security deposit required have been paid, assuming no assistance will be available to the applicant.
- This requirement will be made known to the potential applicant during the initial showing of an available unit.
- If an application is turned down for items listed, in writing, on the application the partial security deposit and application fee will be refunded. Once the application is fully processed only the partial security deposit is subject to refund.
- At its discretion management may accept an application with the requirement that the applicant pay a double deposit or secure a qualified co-signer. If applicant chooses to not accept the condition placed on acceptance, they are eligible to receive the partial deposit back.
- If an applicant requests a short-term lease, shorter than 12 months, management has the right to impose an increase in monthly rent. That increased amount will be provided to applicants at application submission.