

## The Application Process – *Made Simple!*

### Select Your Preferred Apartment Home:

Style:	Size:	Rental Amount	Monthly Income Requirement:
<input type="checkbox"/> 2 Bedroom / 1 Bath	1,047 sq. ft.		
<input type="checkbox"/> 3 Bedroom / 1.5 Bath	1,304 sq. ft.		

- ☐ **Application:** Complete and sign the application (Each person 18 years+ living in the home must sign).
- ☐ **Identification:** Each applicant must provide valid state / government-issued identification.
- ☐ **Application Fee:** There is a \$25 application fee for the first applicant and a \$10 application fee for each additional applicant. We accept credit, debit, and money orders. Money orders may be made payable to Clarksvview, LLC.
- ☐ **Proof of Income\*:** Proof of income may be in any of the following forms:
  - ❖ Two-four most recent pay stubs.
  - ❖ Bank statement with recurring payroll direct deposits (current & previous month).
  - ❖ Letter from employer on company letterhead with manager and/or HR related current contact information.
  - ❖ Government Agency issued letter or form of verification such as Social Security Benefits Award Letter, SSI Disability Benefits Verification, Form I-20, Form DS 2109, etc.

*\* Total monthly gross income must be at least 3 times the monthly rent.*

- ☐ **Deposit:** A holding deposit in the amount of \$100 is due 24 hours after the application is submitted. This holding deposit will be applied towards your security deposit at time of move-in. We accept credit, debit, and money orders. Money orders may be made payable to Clarksvview, LLC.

*Thank You for Choosing* **Clarksvview Apartments!**

