



Rental Application Procedures Windsor Place Apartments

Before we can begin to process your Rental Application, we must have the following:

A Rental Application for each Occupant 18 years or older who will be residing in the apartment.

Rental Applications not signed in the presence of a Windsor Place representative **must be notarized.**
Any omission, errors or falsifications may result in denial of the Rental Application or terminate Applicant(s) right to occupancy.

Signed Authorization for Release of Information and Resident Guidelines must accompany the Rental Application.

Submit the Application Fee(s) and Processing Fee as two separate checks or money orders.

Application Fee of \$25.00 per person which is non-refundable.

Processing Fee of \$100.00 which is applied to your Security Deposit if your Rental Application is approved.

Include proof of income and/or sufficient funds.

A copy of current pay stub reflecting the year-to-date earnings or employment offer letter on company letterhead for each applicant.

If self-employed, non-employed or retired must provide verifiable source of income.

Acceptable forms of verification include: W-2 forms, prior year federal tax return statement, bank statements reflecting up to three (3) months most recent activity, social security certification, or notarized financial statement from attorney or accounting firm.

If you have filed bankruptcy within the last 7 years, proof of discharge and the list of debtors who were included in the bankruptcy must accompany Rental Application for approval. If you do not have proof of discharge and/or the list of debtors who were included in the bankruptcy, you should be able to obtain a copy from your attorney or the courthouse where the bankruptcy was filed.

In fairness to ALL future Residents, apartment homes can NOT be reserved without all applicable fees being paid.

Once the Rental Application is approved, your Standard Lease Agreement must be signed within five (5) days. Any outstanding balance of your Security Deposit must also be paid at this time. All other monies are due on or prior to your move-in date.

Apartment home keys cannot be released unless we have obtained confirmation that your utilities have been transferred into your name, **prior to or on** your move-in date.

**Windsor Place Apartments
5779 South Winds Drive #75
Mentor-on-the-Lake, Ohio 44060
Phone (440)257-0222
Fax (440)257-5470**

Thank you for your assistance in helping us expedite your Rental Application approval process.