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### **APPLICATION/ADMINISTRATIVE FEES**

There is a \$50.00 application fee per application. \$30.00 per application (non-refundable) is due before the application will be processed and the remaining \$20.00 per application will be due at the time of lease signing. Each adult that will reside on the property MUST complete an individual application. **\*NO CASH PAYMENTS WILL BE ACCEPTED.** **There is a transaction fee of 4-5% for Credit/Debit Payments \***

**Rental Requirements:** Applications must be fully completed and accompanied by the application fee and the required documents before processing. For an applicant to be considered for tenancy, the applicant must meet the following criteria:

- Sufficient Income:** Gross household income of three (3) times the monthly rent amount – Must provide 30 days of most recent income verification. (i.e. copy of pay stubs or letter of employment or tax document. No bank statements.)
- Good Rental History:** Minimum one year verifiable rental history with signed lease. The top half of last page of the application must be completed to verify. Applications cannot be approved if we cannot contact rental references.
- Verifiable Good Credit History:** Accounts in good standing with on time payment history, no bankruptcy in last 5 years, no collections/judgements, etc. Gatewest will obtain an Equifax credit report for each applicant. We do not look at credit score. **\*If you have a credit lock, please let Gatewest know. It we cannot access your credit an additional \$15 will be due to proceed and re-check\***
- View the unit you are applying for:** It is our policy to not rent “sight-unseen”. applicants must view the property. Property can be applied for before viewing.

**Ultimate responsibility for providing documentation and information lies with the applicant. Gatewest is not responsible for any delay in processing for missing information.**

- Should you require a reasonable accommodation or modification, please ask for assistance from a member of our staff and complete the required documents.
- Falsified applications can be rejected without further notice.

**All applications submitted become property of Gatewest.**

Gatewest Management welcomes all applicants and supports the precepts of equal access and Fair Housing. Gatewest Management will not refuse access to any housing, accommodation, or other interest in property or otherwise discriminate against an applicant on the basis of age, sex, race, religion, marital/familial status, physical or mental handicap, color, creed, ethnicity, national origin or sexual orientation.

**\* Residency is not offered on a “first come first serve” basis. Multiple applications may be qualifying on the same property. Residency will be offered to first approved applicant\***