

Application Process: At a Glance

Submitting the application:

- Please be sure to read the entire application before turning it in.
- The application fee is \$55 per person, plus a general \$100 administrative fee.
- This means if you have one applicant, the total would be \$155. Two applicants would be \$210. One applicant and a co-signer would be \$210. Two applicants and one co-signer would be \$265.
- This MUST be paid by a money order. No checks, cash, credit or debit cards.
- All applicants and co-signers must sign, date and initial all sections of the application.
- If using a co-signer, the same information required of the applicant must be provided from the co-signer. This information is listed on the application.
- An applicant can only use a co-signer if he or she is a full time student. The co-signer must have perfect credit, and the income of the co-signer must be verifiable with a minimum of three times the combined cost rent/mortgage plus the apartment rent. The student must provide a letter from the Registrar's office stating full time status.
- Apartments are reserved on a first come, first serve basis. Whoever turns in an application and fees first, will have first consideration for the apartment.

Approval process:

- Once the application is turned in, we will begin processing and once completed, determine the deposit amount.
- Depending on the amount of the deposit, all or a portion of it will need to be submitted within three business days of the application being approved. This MUST be paid by money order.

Additional information:

- At the time of lease signing/move-in day, the first full month's rent will be due. The following is an example of how this works:
- Say you move in on July 15. On this day you will be paying for the first full month (August). On August 1st, you will be paying the pro-rated rent amount for the time you were in the apartment from July 15 –31. Please note, the first full month's rent must be paid with a money order.
- We must have a copy of your renter's insurance with Sun Residential (with the address of the appropriate office) listed as an additional interest, at the time of the lease signing.

More information can be found at sunresidential.com