

# GRAN, Inc. Application Acceptance Process



Please review the following thoroughly before you begin.

## 1. Application:

- We require that the application be filled out completely, legibly and signed before we can process it. An incomplete application will cause a delay in the process and may result in denial of the application.
- Falsification of information will result in denial.
- Application Screening Fee: A **non-refundable** \$36 fee per applicant payable to the apartment community is required at the time the application is submitted. Anyone over the age of 18 must be screened. Please make funds payable in the form of a personal check or money order. Credit card payments are accepted with the credit card form through Moco Inc.
- Applications are processed on a first come, first serve basis. Taking an application with you does not hold the apartment for you.

## 2. Holding An Apartment:

- An apartment is taken “off the market” and considered “held” when an application is filled out, a processing fee is paid and a holding fee in the amount of \$\_\_\_\_\_ is given.
- After an application is approved, we can receipt \$\_\_\_\_\_ as the holding fee (equal to the amount of the security deposit) which guarantees that you as the applicant, will pay a full month’s rent and the security deposit required by the rental agreement to move in apartment #\_\_\_\_\_ on or before \_\_\_\_\_. Your second month will reflect a credit from the pro-rated days, if any, of the first month.
- If an application is submitted without a holding fee, no specific apartment will be held.
- The holding fee will not be refunded unless the apartment cannot be delivered to the applicant for possession on the stated date. When tenancy does occur, this fee will then be applied to rent and/or the security deposit due.

## 3. The Screening Process:

- All applications are screened and processed by an independent company and the apartment community must follow the recommendation received. Screening usually takes about 48 hours. After 72 hours, we will run the next application (if any) and will rent the apartment to the first approved applicant that brings in the holding fee.
  - a. Acceptance of your Application: Once the screening company has made a determination of your application, we will call you with the results and / or if there are any added stipulations, such as an increased security deposit. Upon your acceptance of the results, the holding fee will be deposited and is non-refundable in the event that the applicant(s) do not move in as agreed.
  - b. Denial of your Application: If your application is denied, you will receive a phone call from us, followed by written notification. (Note: If you have questions concerning the results, you will need to contact the screening company, as they were the ones that processed your application.) Any check left in our possession may be picked up within 24 hours or it will be mailed back to you with the signature torn off no later than 48 hours of your being notified of the denial. We will not be able to provide a copy of your credit report to you (as stipulated by the Fair Credit Reporting Act); however, you are welcome to contact the screening company with any questions you may have.

## 4. Rental Terms: A six, nine or eleven month rental agreement must be signed.

My signature acknowledges I have read and understand the Application Acceptance Process. All applicants must sign below before we can process the application(s).

X \_\_\_\_\_  
Applicant Signature

X \_\_\_\_\_  
Applicant Signature

Name \_\_\_\_\_

Name \_\_\_\_\_

Date: \_\_\_\_\_

PROUDLY MANAGED BY GRAN, INC.