

Rental Procedures

Welcome, and thank you for your interest in our community. In order to become a resident of the Winston, Gentry, or Commodore, you must follow the steps outlined below. We want to make sure your experience with us is as straightforward and easy as possible. If you have any questions please contact the property manager directly, they are ready to assist you.

Income Property Management Company is proud to be in total compliance with Federal, State, County and City Fair Housing laws and guidelines.

General Requirements

- Positive government issued identification with a picture
- A complete and accurate application
- Due to screening requirements for criminal and credit histories, only US Citizens or eligible non-citizens are qualified for tenancy

Occupancy Policy

Our occupancy policy is based on the number of bedrooms in a unit and is as follows:

- Two (2) persons are allowed per bedroom
- Two (2) persons are allowed in a double studio or studio apartment

Application Process

Print out a copy of the application and screening criteria from our website or pick one up from the property. You will need one application per adult.

- Thoroughly review the screening criteria
- Each adult applicant, over the age of 18, or emancipated minor, must completely fill out the application, leaving no blank lines and remembering to sign the bottom
- Submit the completed and signed application with the \$40 screening charge, per person, to the manager
 - Applications are processed in the order they are received
- Be prepared to wait approximately 48 to 72 hours for the application verification process to be completed. We will keep in contact with you through the wait!
 - This can be faster or slower depending on the length of time it takes to receive verifications from current/prior landlords or employers
- In case of denial you will be notified by the screening company
- In case of approval you will be notified by management

Approved Application Process

Upon approval you will be required to return to the property within 24 hours to either;

- Move in immediately!
 - Sign the Rental Agreement

- Pay all deposits and a full first month's rent
 - Receive the keys and possession of your new apartment
- Place a holding deposit equal to one month's rent and sign an Agreement to Execute a Rental Agreement with a move in date within 10 days of the date of approval, or the soonest date of availability if the unit is occupied.
 - The holding deposit will be applied towards the total move in costs, but shall be forfeited to landlord as liquidated damages if you fail to pay the full move in balance and become a tenant on the agreed upon lease start date.
 - Upon the move in date the applicant agrees to pay the balance of all funds due and complete all paperwork. At that time you will be given keys and possession of the apartment.

We would like to thank you again for your interest in our community. We are here to help with anything we can to make the moving process go smoothly for you. Once you are a resident you will continue to enjoy our first class attention to detail and our top notch customer service.