

APARTMENT APPLICATION QUALIFICATIONS

Welcome to SouthGroup Apartments. Each individual apartment community is available by phone or e-mail to assist you in the application process.

LondonTown Apartments, (850) 385-9757, LondonTown@SouthGroup.com

Castle Apartments, (850) 942-5929, Castle@SouthGroup.com

GeorgeTown Apartments, (850) 385-5821, GeorgeTown@SouthGroup.com

To apply for your new apartment home, simply:

1. **Fill out an application for each adult**
 2. **Attach \$45.00 per adult applicant or use our on-line payment option**
 3. **Fax or mail to the apartment community of your choice**
. . . you will hear from us soon!
- An apartment will be reserved in your name after :
 1. Each adult applicant has submitted a fully completed, dated and signed application.
 2. The application has been approved by Management.
 3. The Security Deposit has been paid.
 4. The Lease Agreement has been completed.
 - A non-refundable application fee of \$45.00 is required from EACH applicant, to defray the cost of processing credit report and completing the background check.
 - Once we are in receipt of your Security Deposit and once your application is approved (even if you have not received notice of approval from us) and you fail to sign a Lease, we will be entitled to keep the Deposit as liquidated damages. If you have signed a Lease and your application is approved (even if you have not received notice of approval from us) you will be obligated to comply with the terms of the Lease. The Deposit will be refunded if your application is not approved. Keys will be furnished after the Lease and other rental documents have been properly executed by all parties, the term of the Lease has commenced, and all applicable rents and security deposits have been paid. This application does not obligate us to execute a lease or deliver possession of the premise.

(Apartment Application Qualifications Continued)

APPROVAL CRITERIA

Income:

The applicant's monthly household income must be equal to or above 3 times the monthly rent. If the income of the applicant does not equal at least 3 times the amount of the monthly rent, a guaranty of lease may be required. (A guarantor must submit an application along with a \$45 application fee and go through the qualification process to be approved as a guarantor.) Employment must be verified before application will be approved.

NOTE: A GUARANTOR DOES NOT NEGATE THE LEASE APPLICANT MEETING THE CREDIT AND BACKGROUND CRITERIA.

Credit:

An applicant's credit history must meet SouthGroup's credit criteria posted in each office. Please contact resident manager for details.

Rental Reference:

An applicant's previous rental history must reflect timely payments, sufficient notice of intent to vacate, no unresolved complaints regarding disturbances or illegal activities, no unpaid NSF checks, and no unpaid damage charges to unit or failure to leave the property clean and without damage at time of lease termination.

Criminal Background Check:

Any person considering submitting an application who has committed a felony or any act of sexual misconduct for which the person was convicted, please do not apply. We do a Criminal Background Check on all applicants.

PLEASE NOTE: The Application Fee and Deposit must be submitted in SEPARATE CHECKS OR MONEY ORDERS. For your protection, we accept only personal checks, cashier's checks or money orders.....No cash is accepted. Thank you!