

## **Rental Procedure For Maleno Development**

- View our properties and facilities with a leasing agent and select your townhouse or apartment.
- Complete your application and return it to our rental office with your application fee. We will run a credit check, check your rental references, and confirm your current employment. We require that your rent does not exceed 30% of your gross monthly income. If your monthly income does not meet these standards, then there must be funds set aside to meet our requirements.
- You may hold a unit with a deposit of one's month rent while we are processing your credit check. Please make checks or money orders payable to Maleno Development.
- Generally, it will take our leasing agents 7 working days to do a credit check, income verification and rental reference check. Our leasing agents will contact you when your application has been approved or denied.
- If your application is approved, and you did place a deposit to hold a unit, and decide not to rent the apartment or townhouse, you must forfeit all monies.
- If your application is approved, a leasing agent will set up a move in date and time with you. At the move-in appointment you will sign a lease in which you agree to abide by all policies of the development. Our leasing agent will also do a move-in inspection of the apartment at the time of move-in.
- In the event that your application is not approved, all monies will be refunded to you except the application fee, which is non-refundable.