

# ASHLEY COURT

## AT PINNACLE POINT

9740 Ashley Lake Court

Charlotte, NC 28262

704-295-4254

704-971-0198 fax

[information@ashleycourtliving.com](mailto:information@ashleycourtliving.com)

### Required Information for Applicants

- **Application(s):** This must be filled out in its entirety and if there are multiple applicants or guarantor(s), they must be submitted together. Payments must be in the form of cashier's check, money order or credit card—no personal checks. Note that renter's insurance is mandatory—your initials are required in the bold section on the second page as well as your signature in the allotted section.
- **Application & Reservation Fees:** These fees are \$60 per applicant/guarantor and a \$120 fee to reserve the apartment. If applying with a spouse, a single application is to be filled out, but separate application fees are required, as screening is charged per individual. If you are part of our preferred employer program, please see Ashley Court staff for rates.
- **2 Most Recent Paystubs:** Your two most recent paystubs will be needed, and please include spouse's two most recent paystubs if applicable. If you are beginning employment, an offer letter on company letterhead listing your start date and salary will suffice. **Employment must be local.** If you are self-employed, or have any other type of income you may have questions about verifying, we can accept a tax return with last year's gross income in lieu of paystubs; a quarterly statement from an investment or savings account (must be a liquid asset – retirement accounts cannot be accepted), or 2 recent statements for social security and retirement income. Income requirements are 3 times the rental amount.
- **Faxed/Original Copies** If you are out of the area, after faxing, the original form must be returned to the office at the address listed above as soon as possible to the attention of the leasing office. Please note that the person you are cosigning for will not be able to move in until this is received. We often suggest using a certified form of delivery, (ex. UPS or FedEx) since it contains personal information, and to prevent having to repeat everything if it were lost in the mail. **If you are not able to be present to verify your identity, we require that the form be notarized, or that you send a copy of your drivers' license or other government ID.**

Sincerely,

Ashley Court Apartments

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### Required Information for Guarantors

The following is the Guarantor Addendum for the apartment you are serving as Guarantor for at Ashley Court Apartments. Please fill the addendum out thoroughly – please note that social security numbers are mandatory to complete the screening process. To make the process as brief as possible for all parties involved, we have listed required information that we will need to have your application approved:

- **Income Verification:**

Your two most recent paystubs will be needed, and please include spouse's two most recent paystubs if applicable. If you are self-employed, or have any other type of income you may have questions about verifying, we can accept a tax return with last year's gross income in lieu of paystubs; a quarterly statement from an investment or savings account (must be a liquid asset – retirement accounts cannot be accepted), or 2 recent statements for social security and retirement income. Cosigners are required to prove a 20% rent to income ratio.

- **Faxed/Original Copies**

If you are out of the area, we need the faxed copy of the Guarantor Addendum on the day the applicant reserves the apartment to begin the application process. After faxing, the original form must be returned to the office at the address listed above as soon as possible to the attention of the leasing office. Please note that the person you are cosigning for will not be able to move in until this is received. We often suggest using a certified form of delivery, (ex. UPS or FedEx) since it contains personal information, and to prevent having to repeat everything if it were lost in the mail. If you are not able to be present to verify your identity, we require that the form be notarized, or that you send a copy of your drivers' license or other government ID.

We would like to thank you for choosing Ashley Court Apartments and for your cooperation in advance – we hope that this will make the process as simple as possible for you!

Sincerely,

Ashley Court Apartments