



# tapestry

NAPERVILLE

## RENTAL APPLICATION GUIDELINES

It is the policy of McCaffery, Inc. to offer apartments for rental to the general public without regard to race, color, national origin, religion, familial status or handicap. To assist you with your decision on your new home, we are providing a list of the general guidelines used to qualify prospective residents of this community. Please note that these are our current rental criteria; nothing contained in these requirements shall constitute a guarantee of management's ability to predict approval or denial of an application. The application process includes credit and criminal evaluation and verification of income. Please note that management's ability to verify whether these requirements have been met is limited to the information we receive from our third-party screening sources, Entrata Screening/Resident Verify and Snappt. Screening parameters are pre-set. Please review this information before filling out an application.

If you are receiving assistance from a realtor in your apartment search, please be advised that they must be physically present at your tour to receive payment. The realtor commission is a one-time payment of \$500 for a 12-month lease term only. Commission is paid out after tenant move-in and can only be earned for assistance of another individual and cannot be earned for self-assistance.

## GENERAL INFORMATION

### **Application Fees**

\$75 Application Fee (Non-Refundable) per Applicant | \$300 Administrative Fee

### **Security Deposits**

Minimum of \$300 or up to 1.5 months of rent

### **Required Monthly Recurring Charges**

\$30 Valet Trash

Utilities based on actual use (Water, Sewer, Gas, Electric)

### **Parking Options**

\$155 Free Standing Garage | \$175 Attached Garage

Surface parking is available at no additional cost.

### **Pets**

\$350 One-Time Fee Per Pet | \$35 Per Month Per Pet

Maximum of 2 pets per apartment and 80 lbs. per dog.

Breed restrictions apply. One-time pet fees are due at move-in.

- APPLICATIONS:** To be completed by all applicants or guarantors over the age of 18.
- An application fee of \$75 is required for each applicant.
  - A government issued photo identification will be required.
  - An administrative fee of \$300 is required (non-refundable after 72 hours of submitted application)
  - **The application fee(s) and administrative fee must be paid to take a unit off the market.**

- Screening:** Applicants must be approved. Notification of approval/denial will occur within 72 hours of application.
- A minimum \$300 security deposit is required for all apartments.
  - If an application is approved with additional conditions, management requires a deposit of up to 1.5 months of rent due at move-in and paid in secure funds.
  - If an application is denied for any reason the \$300 Admin Fee will be refunded within 30 days. Application fee(s) are not refundable.  
*Note: Applicants may be subject to providing updated verifications prior to moving in.*

**CRIMINAL OFFENSES:** A criminal background and sex offender check will be performed on all occupants aged 18 and over.

- INCOME:** Income verification consists of one of the following:
- Previous month's paycheck statements (reflecting a full month's income)
  - Summary of a retirement, investment portfolio or checking / savings account
  - W2 form
  - Offer letter signed by HR/Supervisor and applicant, stating salary and start date

*Minimum income requirements must show that the total annual gross income of all applicants **exceeds three-times rent**. For example, if an apartment has a market rent of \$2,000 per month and a lease term of 12mo, the total gross annual income of the applicants must exceed \$72,000 per year.*

**GUARANTORS:** Due to lack of an applicant's credit history or insufficient income, a qualified lease guarantor may be accepted as a co-applicant.

***Please note: Tapestry Naperville is proudly a SMOKE-FREE community. Smoking is not allowed anywhere on the community grounds, including in any apartment, on any patio/balcony, and in all common areas.***