



International Prospect Application and Lease Signing Process

Part 1: Applying for Apartment

****All people living in the apartment over 18 years of age must complete application****

1. Read resident selection criteria.
2. Print out application.
3. Each applicant must complete the left and right side of the application and sign at the bottom. On the right side of the application, please put your pretax income, whether it be from a current job, a pending new job, or if you are student, the total amount of money listed on your I-20 form. Fill out only the parts that say applicant 1 or 2 and a leasing consultant will complete the remaining parts of the application. List any occupants under the age of 18 and their birthdays.
4. Scan/e-mail or fax in the completed application to the leasing office.
5. Submit payment for \$200 deposit and \$65 re-key fee. This can be done by providing a Visa or Mastercard credit card number to the leasing consultant (this is typically the easiest way to submit payment if you are not currently in the U.S.). Please note that if you are having someone come to the community who is not a leaseholder to submit payment on your behalf, he/she can only pay with a money order or a bank check (no cash). We cannot accept a personal check or credit card number from a person who is not a leaseholder.
6. **Leasing office will process application after applications for all leaseholders are received and deposit and re-key fee are paid. If the application is accepted, the apartment will be held for you.**
7. Leasing consultant will send you a confirmation via e-mail or fax informing you of the outcome: accepted, accepted with conditions, or denied. The Leasing consultant will notify you of your total amount of security deposit owed prior to move in.

Part 2: Providing Back-Up Information (for each leaseholder)

****All back-up information must be submitted within 3 days of submitting application****

1. Submit (scan/e-mail or fax) a copy of your U.S. Social Security Number or a copy of your current valid visa.
2. Submit (scan/e-mail or fax) proof of the income listed on your application. Acceptable forms of proof of income are as follows:
 - Two most recent consecutive pay stubs (please provide money exchange rate if applicable)
 - Letter from current employer stating income

- Employment offer letter
- I-20 Form

****If none of these acceptable proofs of income apply to you, please check with leasing consultant****

Part 3: Signing the Lease & Submitting Rent

****All leaseholders must sign lease and all move in monies must be paid prior to the lease start date and before receiving any keys for the apartment****

Signing lease prior to move in:

1. Leasing Consultant will e-mail or fax you the lease indicating the places that require signatures and/or initials.
2. Sign/initial/fill out all the indicated areas. If not signing the lease in front of the leasing consultant, page 11 of the lease must be notarized by a notary public.
3. E-mail or fax back the signed lease. Bring original with you when arrive or mail it.
4. Submit any remaining security deposit if applicable.
5. Submit rent (Leasing Consultant will let you know exact amount)

****If your only option is to use a credit card for the remaining deposit and rent, then there will be a \$29.95 convenience fee to use the credit card. The rent and remaining deposit must be paid on or before the lease start date. Remember that we can only accept money from a leaseholder unless the money is paid with a money order or bank check.****

Part 4: Preparing for Apartment

1. Set up electrical service (mandatory unless rent includes electricity). Call NSTAR at 1-800-592-2000 to put the electric bill in one of the leaseholders' names as of the lease start date. This service must be set up prior to move in.
2. Set up cable/phone/internet service (optional). The providers in our area are Verizon, Comcast, and RCN.
3. Use our UChoose Service (optional) at www.u-choose.homeproperties.com. Leasing Consultant can provide you with your apartment's street address which is needed for registration on this website.