

Congratulations on deciding to make your new home with Rockrose! Below are many typically asked questions about the process of leasing your new home. Please contact us with any questions.

APPLICATION PROCESS

- A completed on-line application for each lease holder, occupant and guarantor is required (click apply now on the website to be linked to On-Site.com)
- Application fee is \$20 per person, which covers a background and credit check
- Proof of employment is required which consists of:
 - A verification letter on company letterhead stating salary and start date
 - Three most recent, consecutive paystubs
 - Self-employed applicants will be required to provide a CPA letter and two most recent TaxReturns
 - Students must provide proof of enrollment and current class schedule
- A complete copy of the most recent bank statement
- A copy of a current government issued photo ID (passport, driver's license, etc.)
- In some cases, tax returns or other documentation may be requested to complete an application

INCOME QUALIFICATION

Applicants are required to have an annual income that is equal to 45 times the amount of the monthly rent. For example, if the rent is \$4,000 a month, an applicant must document no less than \$180,000 (45 x \$4,000). If the apartment is to be shared, the sum of all applicants' income will be considered.

GUARANTORS

If you do not meet the financial requirements, you may use a guarantor. Guarantors are required to have an annual income that is equal to 75 times the monthly rent and must be from the tri-state area. If you do not have a guarantor that fits our requirements, we also work with The Guarantors, a lease guarantee option via rental bond. Please speak to one of our leasing agents for more details.

LEASE SIGNING

Once your application has been approved, you will receive a link via email to sign your lease electronically. Every lease holder and guarantor will receive their own unique link.

At lease signing you will be required to provide first month's rent and security deposit. This can be done via ACH (electronic check) at no additional charge or via credit card for a small fee.

SECURITY DEPOSITS

The standard security deposit is equal to one month's rent. Your security deposit will be returned to all the lease holders within 14 days of the end of your lease.

PETS

Your furry friend is welcome in our buildings, we do have some breed and weight restrictions so speak to a leasing agent for details.

MOVE IN

Once your lease has been signed and payment has been made, you can schedule your move in with the front desk. They will reserve a time for you to use the elevator to make the process seamless. We recommend scheduling at least two weeks in advance, but we will do our best to accommodate based on availability.

Movers will be required to have a certificate of insurance (COI), please ask your leasing agent for a sample.

RENT PAYMENTS

We accept electronic rent payments which can be made each month or scheduled for automatic withdrawal via ClickPay. There is no additional charge for ACH (electronic checks) but there is a small fee to use a credit card.