

**Congratulations on deciding to make a Rockrose community your new home!**

**Below are answers to commonly asked questions about our leasing process. If you need additional guidance, our leasing team is happy to assist.**

## **APPLICATION PROCESS**

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Please complete our online application by clicking "Apply Now" and selecting your property on our website, Rockrose.com. You will be directed to RentCafe to register and submit an application.

### **Requirements:**

- A completed on-line application for each lease holder, occupant and guarantor.
- \$20 application fee per person, which covers a background and credit check.
- Employed applicants need to provide their 3 most recent, consecutive paystubs. If recently employed, we will accept a letter of employment that includes job title, annual salary, bonuses, and start date.
- Self-employed applicants need to provide a CPA letter and their 2 most recent Tax Returns (first 2 pages).
- Students need to provide proof of enrollment and current class schedule.
- All applicants need to provide a complete copy of their most recent bank statement.
- All applicants need to provide a copy of their current government issued photo ID (passport or driver's license)
- In some cases, additional documentation may be requested to complete an application.

## **INCOME QUALIFICATION**

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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 provide income documentation for 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**

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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 meets 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**

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Once your application is approved, you will receive an email with a secure link to electronically sign your lease. Every lease holder and guarantor will receive their own unique link to complete their portion of the lease signing. Upon completion, you are required to pay one month's rent and a security deposit through Bilt Rewards ([biltrewards.com](https://biltrewards.com)) via ACH (electronic check) at no additional charge, or by credit card for a minimal fee.

## **SECURITY DEPOSIT**

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A security deposit equal to one month's rent is required at lease signing. For qualified applicants looking to reduce their upfront moving costs, we offer a security deposit replacement program through The Guarantors. Please inquire within for additional information.

## **PETS**

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Furry friends are welcome in our buildings! We do have some breed and weight restrictions. Please speak to a leasing agent for additional details.

## **MOVE IN**

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Once your lease has been signed and payments received, 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). A sample COI will be provided with your welcome packet.

## **RENT PAYMENT**

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We accept electronic rent payments through BILT Rewards ([biltrewards.com](https://biltrewards.com)) where you can pay monthly online or enroll in automatic payments (auto pay). ACH (electronic check) payments are accepted at no additional charge. Credit card payments are subject to a minimal fee.