



PROPERTY MANAGEMENT DEPARTMENT

Applications are processed by a third-party company. The average turn-around time is 48 hours unless there is a delay in getting back the employment or past rental history verification.

- 1) Application fees are non-refundable and are \$55.00 per person, for person over the age of 18 who are NOT students; or \$100.00 for married couple. Cash or money order only, payable to Reeves Realty.
- 2) The credit form that has NTN MEMBER NUMBER at the top: fill out all of the information and sign.
- 3) Income Verification: Fill out the top part (do not write after the double lines), sign and date. We will contact your employer to complete bottom part. We will also accept 2 years W-2's and 1 month most recent pay check stubs as additional verification.
- 4) Landlord Reference: Fill out top part, sign and date. Do Not give to your landlord, we will send to landlord to complete.
- 5) Lease Application – Complete in its entirety (most of the credit/creditor information we will get from the credit report, sign and date. On this form, please put the phone numbers for your employers and your landlord so we can contact them.

