

The Bluffs

Application Process

1. Complete the three-day hold agreement for the apartment. You must collect a minimum of \$50 per bedroom to hold the apartment. **Hold fees must be separate from the application fees. Hold fees are non-refundable after the expiration date.** Make a copy of the check(s) and paperclip to the back of the hold agreement with the original check on top. Place everything in a manila folder. Put the folder in the stack-a-file labeled the day of the week the hold expires.
2. Set up the processing checklist. Two-hole punch the checklist and place on the left-hand side of the file. Make sure your holes are aligned and neat.
3. When you accept the application, make sure you complete the applicant screening fee form and have the applicant sign the form. Try your best to use the same form for all roommates. **Application fees must be separate from the hold check.** Application Fees are deposited the day they are received. You cannot accept a fee without an application. Read the application and make sure it is 100% complete. How many occupants are disclosed? Do you have their current landlord address and phone number, plus a two-year history? Did they give their social security number? What type of pet are they disclosing? Is the pet allowed at the community they are requesting to live at? Make a copy of the checks and paperclip to the back of the applicant screening fee form with the original check on top. Place everything in the manila folder that was made up when the hold was taken.
4. If a pet is disclosed on the application, make sure you give the applicant a copy of The Bluffs pet policy (this is the 1-page information sheet).
5. Remember, you cannot assign an apartment. Your manager is the only one who can do this. The applicant may make a request, but until you get approval from the manager, you cannot tell the applicant which apartment they will occupy until your manager assigns the unit.
6. Follow the steps on the processing checklist.