

Student:
APPLICATION PROCESS

There are 2 steps that ALL Students must complete before applying for an apartment:

1. Fill out a Pre-Application form with everyone's name who will be living in the apartment.
2. Fill out a Dean of students form and a Housing reference form.

Parent:
APPLICATION PROCESS

There are 3 steps that ALL Parents must complete before APPLYING for an apartment:

1. Download the credit application from our website: www.amherstlincolnrealty.com then fax, email or mail it to us.
2. First month rent in the form of one Bank check OR Money Order along with the application forms. The (non-refundable*) Bank check should be made out to: (The Buildings LLC that you are applying for).
3. Review the sample lease before mailing in the non-refundable* bank check.

Once we have all the information above, we will **BEGIN** to review the application. If you are approved, we will call or email you and send out the leases via DocuSign.

There are 2 steps that ALL must complete before SECURING an apartment:
(We don't hold apartments)

1. Sign Lease via DocuSign
2. Submit Last month and security deposit in the form of a Bank check or Money Orders payable to the entity that owns the location of the apartment.

ALL SIGNATURES FROM GUARANTORS MUST BE COMPLETED AND ALL REQUIRED FUNDS MUST BE SUBMITTED FOR THE LEASE TO BE FULLY EXECUTED FOR THE APARTMENT TO BE TAKEN OFF THE MARKET.

ALL APARTMENTS ARE: FIRST COME FIRST SERVE