

The Apartment Store

Real Estate Group

347 Keister Road
Slippery Rock, PA 16057
(724) 794-3727

PROCEDURES FOR SUBMITTING AN APPLICATION

1. Applicants must complete the Credit Application-Rental Agreement-Deposit Receipt in its entirety. Please place N/A (not applicable) wherever necessary. ALL applicants who are full-time students or whose monthly rental rate exceeds 35% of their monthly income must obtain parental signatures on the proper form. It is to your benefit to provide a telephone number where your parents can be reached between the hours of 9:00 and 5:00. Graduate students who will receive an assistantship must provide the necessary forms verifying this information.

Applicants currently employed or soon to be employed in the Slippery Rock area, please provide the following information: place of employment, length of employment, approximate salary, name of supervisor and phone number to verify the information provided. Our income guidelines state that your rent may not exceed 35% of your monthly income. If this situation should occur, you will need a guarantor.

2. There is an application fee of \$50.00 which should be paid when the application is submitted.
3. A Security Deposit of \$250.00 must be paid in full at the time your application(s) is/are submitted. The apartment will be taken off the availability list at that time.
4. The necessary information, including the parental signatures, may be verified. You will be sent an acceptance letter and this letter will inform you of your move-in date and ask that you come in to sign your lease.
5. Your lease may be signed on or before your move-in date. If the lease is signed prior to move-in day, it will save you time then. ONE DOOR KEY will be given on your move-in day. You may have duplicates made. ONE MAIL KEY will be given ONLY when ALL lessees have signed the lease. In addition, your move-in pro-rata and first month's rent must be paid prior to the issuance of your key(s).
6. At the time you move in, you will be given a move-in inspection form. You should complete this form and return it to The Apartment Store as soon as possible. This form will become a permanent part of your file. If you do not turn in an inspection report, your apartment will be noted as "perfect". Inspection reports are the basis for all charges and deductions at the time of your move out. NOTE: All maintenance requests are to be reported to the Maintenance Department at 794-3727.
7. In buildings where tenants pay electric, oil or gas heat, lessee(s) is/are responsible for contacting the utility companies. Tenants are responsible for all costs involved in the installation of their telephone(s).
8. Available parking spaces are on a first come/first serve basis at most properties. There is a charge for parking at most in-town communities.
9. If you have any further questions or concerns, please do not hesitate to contact The Apartment Store's "Rental Information Center" Monday through Friday, 9:00 to 6:00 and by appointment only on Saturdays.