



# Asheville Phoenix Properties

## Application Checklist for Prospective Residents

When submitting an application, please refer to the list below:

1. Applicants must have a valid photo ID. A copy will be made and kept in your file.
2. All applicants must be 18 years of age or older. All proposed occupants of the age of 18 years and must fill out an application.
3. Completed applications are accepted on a "first come, first serve" basis.
4. Application fees must be paid in CASH. Our fee is \$40.00 per person 18 years and older.
5. All proposed occupants of the property must be listed on the application.

### **NO EXCEPTIONS**

6. All application fees are **non-refundable**.
7. Application processing times take between 3-5 business days.
8. We do a credit, criminal, eviction and rental verification on all applicants.
9. Applicants must submit copies of their 2 most recent paystubs or provide proof of employment.
10. Monthly rent cannot exceed more than 1/3 of monthly household income.  
(Example: Rent = \$600.00 Income = \$1800)
11. Applicants having pets must notify office personnel at the time the application is submitted. A pet fee is to be paid for each pet. The pet fee for each dog is \$200.00 and for each cat is \$100.00. Pet fees are non-refundable. We are not able to accept pets that are considered aggressive breeds. These include Pit bulls, Dobermans, Rottweiler and German Shepherds.
12. If an applicant is receiving any type of government assistance, all information and printouts must be submitted with the application.
13. Security deposits must be paid with certified funds if the desired move-in date is less than two weeks after approval.
14. Please make sure that your application is filled out in its entirety. Include the city, state and zip code after every address. Do not leave any spots blank. Do not forget to sign the back of the application. Failure to fill out your application in its entirety may result in your application not being processed.

Please inquire if you have any questions or concerns about our application process.

I, the undersigned, acknowledge that I have read the above requirements. I further understand that failure to meet the above requirements could result in non-acceptance of my application. Upon approval of my application the required deposit (including pet fees, if applicable) must be paid immediately to reserve the property.

Applicant Signature: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

PO Box 5423 \* Asheville, NC 28813  
Office: (828) 771-2390 \* Fax: (828) 277-8687