

Rental Application Process

1. Complete Rental Application & Tenant Screening (for U.S. citizens only - \$20 fee)

[Apply here](#)

- We prefer a credit history report with a score of at least 650.
- We may consider exceptions for those with limited credit history or who have previously resided outside the U.S. A co-signer may be required.

2. Submit Income/Employment Verification Documents

Email to: chelanmazza@gmail.com

Acceptable documents include:

- Recent bank statements (checking and/or savings from the past 3 months)
- Financial statements (e.g., W-2s, recent tax filings)
- Letters of financial support from institutions (e.g., universities or colleges)
- We require a monthly income of at least three times the gross monthly rent.
- Ensure all documents clearly identify the applicant's name.

3. Sign and Return Rental History Inquiry Consent Form

- Fill out only the orange boxes on the form.
- We may consider exceptions if no previous rental history is applicable.
- Document is available on our website

4. Animal Disclosure

- All animals, including service and emotional support animals, must be disclosed during the application process.
- A separate pet agreement will be drafted for signatures alongside the lease.
- The landlord reserves the right to request proof of rental insurance that includes pet liability coverage, based on the circumstances and the animal.

If Applicant is Not a U.S. Citizen

1. Complete Rental Application

2. Submit Income/Employment Verification Documents

Email to: chelanmazza@gmail.com

- Same acceptable documents as listed above.
- Monthly income of at least three times the gross monthly rent is required.

3. Submit Reference Letters

- Include letters from prior housing providers, employers, or academic officials (e.g., program directors, deans).

4. Animal Disclosure

- All animals must be disclosed, as described above.

Subletting

1. Written approval of the Sublet is required from Lessor. Lessor reserves the right to refuse to approve a sublet request for any reasonable cause. Permission to Sublet will not be unreasonably withheld by the Lessor. The Lessor may ask the Tenant/Subtenant for additional information before deciding to approve or not approve a Sublet Request Form.
2. Complete Rental Application & Tenant Screening (for US citizens only) - <https://itownproperties.managebuilding.com/Resident/rental-application>
3. Sublet fee of \$300, per sublet.
4. One Sublet request per lease term is allowed (per original tenant).
5. Minimum Sublet length is 3 months, unless otherwise approved by Lessor.

More information on Subletting

1. Definition: A “sublet” refers to an arrangement where a tenant leases all or part of their rented property to another person (the subtenant) for a specified period of time, while still retaining their original lease agreement with the landlord. In a sublet situation, the original tenant is responsible for the lease terms and any issues that may arise, but the subtenant has the right to occupy the space as agreed upon. Subletting is often used when a tenant needs to temporarily vacate their rental property but wants to maintain their lease.
2. It is important to note that while this fee is typically the responsibility of the individual subletting the apartment, we understand that circumstances may vary. Therefore, the sublet fee can be covered either by the original tenant (you) or the individual subletting the apartment, as mutually agreed upon between the parties involved.
3. Why do we charge a sublet fee? Overall, the sublet fee helps ensure that the process remains organized, while providing flexibility for our residents.

Administrative Costs

- Processing Applications: Managing the paperwork and background checks for sublet applications incurs administrative expenses.
- Lease Amendments: Drafting or modifying leases to include a subletter requires time and resources.

Risk Management: Subletting can introduce potential risks, such as property damage or lease violations. The fee can help mitigate these risks.