



Forest Grove & Clayton Court
5 Robin Hood Lane
Hartly, DE 19953

How Long Will The Approval Process Take?

Applying for a rental is an exciting time and we want to help make it quick and painless as possible!

Step one – Drop off your application, supporting documentation, and money order to the correct property manager at their specific location.

Proof of income -Your future landlord wants assurance that you'll be able to make rent payments on time each month. This is where you'll need to provide four recent pay stubs and proof you've been at your job for more than a year. **We require a letter of employment on company letterhead. This letter must include date of hire, title, base salary, or hourly rate and number of hours scheduled per week.** Please note that all references will still be verified.

Previous landlord - Your future landlord wants assurance that you made all your previous rent payments on time and kept the rental in great condition. **Letter from current landlord must include date of move in, monthly rent, if paid on time, any issues, was notice given?** Please note that all references will still be verified.

Congrats you passed Step One in the approval which took 3 or 4 days to complete

Step two – Your application and supporting documentation is sent to corporate

Credit check – Checking on how financially responsible you are is an indicator of how well you'll pay your rent on time. Credit checks will take a few days to be returned.

Background check - Like the credit check, a background check will also be ran on anyone 18 years old or older. Previous convictions, pending charges, or misdemeanors will be cause for concern and hinder your ability to rent with our company.

Background checks can take up to 10 business days

The approval process should be completed in 14 days

Good luck and remember the more prepared you are when applying and providing supporting documentation the quicker and easier the process will be.

If denied corporate will contact you via the mail, if approved the property manager will reach out to you directly. If you have questions about your denial, please contact TransUnion for a copy of your credit or background check. Their phone number is listed on the denial letter.

Then compare your results to the minimum requirements. Corporate is not at liberty to discuss any of the information surrounding the denial.