

WHAT DO I NEED TO APPLY?

FEE SCHEDULE		
Both Fees are non-refundable! Cash / Money Order / Cashier's Check only - <i>NO PERSONAL CHECKS!</i> <i>If paying by cash; exact change only - we cannot make change!</i>		
APPLICATION FEE*/**	\$ 40.00 <i>Per Applicant</i>	Payable to: LoChirco Maintenance
ADMINISTRATION FEE*/**	\$ 200.00	Payable to: SHELBY PARK MANOR APARTMENTS
LEASE TERM	12 months	

***Note:** a unit can be held for **ONE (1) month from application date** if both Application and Administrative Fees are paid in full

****Note:** This is an 80%/20% - **55 and older community**. Any application that belongs in the group under the age of 55 will be placed on **HOLD** if rental would result in less than the required 80% of units occupied by a resident age 55 or older. Any application placed on HOLD will be reviewed monthly for unit assignment. Only the Application Fee should be paid in full.

No unit will be held/reserved without the Administrative Fee which is non-refundable. This fee is kept for liquidated damages should you decide not to move in or are not approved.

*** SHELBY PARK MANOR APARTMENTS IS A PET FREE COMMUNITY ***

PLEASE CONTACT OUR OFFICE TO SCHEDULE AN APPOINTMENT AS OUR OFFICE OPERATES BY APPOINTMENT ONLY!

Building 1 - 8	1 Bed / 1 Bath	1 Bed + Den / 1 Bath	2 Bed / 2 Bath
Rental Rate – Monthly*	\$ 1000.00	\$ 1,200.00	\$ 1,200.00
INCOME REQUIREMENT <i>2.5x Month's Rent – Gross Income</i>	\$ 2,500.00	\$ 3,000.00	\$ 3,000.00
CREDIT SCORE – EQUIFAX	<i>Minimum of 600 for any unit selected</i>		
SECURITY DEPOSIT <i>Equal to 1 months' rent and/or up to 1 ½ times months' rent</i>	\$ 1,000 – \$ 1,500.00	\$ 1,200 - \$ 1,800.00	\$ 1,200 - \$ 1,800.00

Building 9 Building 10 (Non-Smoking)	1 Bed / 1 Bath	1 Bed + Den / 1 Bath	2 Bed / 2 Bath
Rental Rate – Monthly*	\$ 1075.00	\$ 1,275.00	\$ 1,275.00
INCOME REQUIREMENT <i>2.5x Month's Rent – Gross Income</i>	\$ 2,687.50	\$ 3,187.50	\$ 3,187.50
CREDIT SCORE – EQUIFAX	<i>Minimum of 600 for any unit selected</i>		
SECURITY DEPOSIT <i>Equal to 1 months' rent and/or up to 1 ½ times months' rent</i>	\$ 1,075 – \$ 1,612.50	\$ 1,275 - \$ 1,912.50	\$ 1,275 - \$ 1,912.50

**Rental Rates Are Subject to Change*

Utilities	Bldg 1 – 4	Bldg 5 - 10
Included in Rent	Water/Sewer & Trash	Trash Only
Resident Responsible	Electricity & Gas	Electricity, Gas & Water/Sewer

What we need with completed Application for processing:

- Completed Application for Leaseholder
- Identification – **one** of the following:
 - Driver's Licenses or Photo ID
 - Birth Certificate
 - Passport
 - Immigration Card
 - Military ID

Sources of Income Accepted

- 2 Most Recent Pay Records with year-to-date totals
- Pension / Retirement Plans
- Social Security / SSI / VA Benefits
- Disability Benefits
- Child Support
- Housing Voucher
- Unemployment Benefits

Shelby Park Manor is an equal opportunity housing provider. Shelby Park Manor does not discriminate against anyone on grounds of protective class status under all federal, state and local fair housing laws

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