

# GRAN INCORPORATED APPLICATION ACCEPTANCE PROCESS

Please review the following thoroughly before you begin.

## 1. Application:

- We require that the application be filled out completely, legibly and signed before we can process it. An incomplete application will cause a delay in the process and may result in denial of the application.
- Falsification of information will result in denial.
- Application Screening Fee: A non-refundable **\$43** fee per applicant payable to \_\_\_\_\_ is required at the time the application is submitted. Anyone over the age of 18 must be screened. Please make funds payable in the form of a personal check or money order. Credit card payments are accepted with the credit card form through Moco-Inc.
- Applications are processed on a first come, first serve basis. Taking an application with you does not hold the apartment for you.

## 2. Holding an Apartment:

- An apartment is taken “off the market” and considered “held” when an application is filled out, a processing fee is paid and a holding fee in the amount of: \$ \_\_\_\_\_ is given.
- After an application is approved, we can receipt \$ \_\_\_\_\_ as the holding fee (equal to the amount of the security deposit) which guarantees that you as the applicant, will pay a full month’s rent and the security deposit required by the rental agreement to move in apartment # \_\_\_\_\_ on or before \_\_\_\_\_. Your second month will reflect a credit from the pro-rated days, if any, of the first month.
- If an application is submitted without a holding fee, no specific apartment will be held.
- The holding fee will not be refunded unless the apartment cannot be delivered to the applicant for possession on the stated date. When tenancy does occur, this fee will then be applied to the security deposit due.

## 3. The Screening Process:

- All applications are screened and processed by an independent company, Moco Incorporated. Screening usually takes about 48 hours. After 72 hours, we will move on and will rent the apartment to the first approved applicant with the holding fee.
- Acceptance of your Application: Once Moco, Incorporated has completed your application, we will call you with the results and / or if there are any added stipulations, such as an increased security deposit. Upon your acceptance of the results, the holding fee will be deposited and is non-refundable in the event that the applicant(s) do not move in as agreed.
- Denial of your Application: If your application is denied, you will receive a phone call from us, followed by written notification. (Note: If you have questions concerning the results, you can contact Moco Incorporated at 800.814.8213 or service@moco-inc.com) Any check for the holding fee left in our possession may be picked up within 24 hours or it will be mailed back to you with the signature torn off no later than 48 hours of your being notified of the denial.

My signature acknowledges I have read and understand the Application Acceptance Process.

X \_\_\_\_\_

X \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

PROUDLY MANAGED BY GRAN INCORPORATED



UPDATED 06/13/17

