

McQuarters Realty Company

Walnut Ridge Townhomes

211 Colony Drive

Irwin, PA 15642

Phone: 724-861-8144

Fax: 724-861-8143

The following is our rental procedure:

1. **Complete the application and pay a \$60 per person application fee.** The application fee is non-negotiable and non-refundable (includes guarantor/s).
2. **Submit your completed application, copy of photo ID and application fees to our office.**
3. **To Qualify for the apartment:**
 - **Your gross monthly income must be greater than or equal to four times the monthly rent.** Please provide copy of pay stub or letter of employment. If you do not have qualifying income or you are a student, we offer the following options.
 - **You may secure a guarantor for the apartment.** The guarantor must be a US resident whose gross monthly income is greater than or equal to four times the monthly rent for the apartment. The guarantor must complete an application and pay a \$60 application fee.
 - **You can prepay your last six month's rent.**
 - **Applicants must have verifiable rental history.** Any eviction is grounds for refusal.
 - **There must be no more than two persons per bedroom in each townhome.**
4. **After receiving your completed application, we will begin the approval process.** You will be notified of our decision as soon as possible.
5. **The security deposit and first month's rent must be received with your signed Lease.** The security deposit is equal to one month's rent.

Upon approval, we will prepare and mail a Lease packet to you and/ or your roommates, or you may pick it up at our office. This packet will include:

- A cover letter stating the total amount owed
- Two copies of the Lease agreement
- Any utility paperwork that is required

All paperwork must be signed by all parties, and a check or money order for total amount must be returned to us by the indicated and highlighted or the cover letter.

