

# *Ainsbrook Townhomes*

318-308-2516

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## Items Needed to Apply and Reserve Townhomes

Townhomes cannot be held until all of the following are completed and signed

- Completed Application and Application Fee (\$40.00)
- Administration Fee (\$20.00)
- Security Deposit (\$1,000.00)
- Proof of income proving a minimum of 3x the rent monthly (Copy of 2 Pay Check Stubs)

## Items Needed Before Move in Day

Keys are not given until this list is complete

- Picture ID
- Rental Verification ( if applicant has rented in the last 2 years)
- Prorated Rent (Paid before or on move in day)
- Moving Damages Responsibility Form

## Items Needed Two Days After Move In

After Returning to Office, Mailbox keys are given

- Utility Transfer Form/Receipt
- Move In Condition Form
- Deposit Receipt From Trash Pick-Up