ROCK CREEK PALISADES

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RENTAL APPLICATION
Instructions

Please carefully read all parts of the Rental Application. Please fully and clearly complete each section on the rental application. Incomplete applications will not be processed – no exceptions.

You must complete the following to have your rental application be processed.

If any items below have not been completed the rental application will not be processed.

1. **Rental Application Form**
2. **Pet Application (If you have a pet)**
3. **Rental Application fee (See below for fees)**
4. **Rental Verification Form (where you current reside)**

A credit and criminal report will be pulled on each applicant (lease-holder) 18 years or older.

The application must be signed in all appropriate areas in order to be valid.

Application Fees

$55.00 non-refundable application fee for all adult applicants (18 years or older.)
$65.00 non-refundable application fee for all adult married couples.

Applicants are required to physically view and inspect the property for which they would like to apply before submitting a rental application. We enforce this policy to ensure that the neighborhood and the home meet the expectations and needs of the applicant before they submit information and monies to hold a property.

Information on how to complete the forms are below.

These documents are in PDF format. The software needed to complete the documents is a free download from Adobe software. The link is below.

Adobe software link: http://get.adobe.com/reader/

If you do not have Adobe Reader software installed on your computer click on the link above to download and install Adobe Reader software.

When you click on the Rental Application and Rental Verification Form you can **VIEW** the document with your web browser. **HOWEVER,** to complete the form you will need to download the form to your computer first.

After the form has downloaded go to downloads folder and click on the RPC Rental Application in that folder.

After Adobe Reader opens the form you will see slate blue boxes where your information can be typed into those fields. When the application is complete click on the "**File**" drop down menu and select "**Save As**" option. Next select where you want to save this document and name it your "**First and Last name**, followed by current date.

After completing all the Rental Application forms send them to the email address below.

RockCreek11358@gmail.com