

APPLICATION PROCESS

- **COMPLETE APPLICATION FORM**

- Apply Online
 - www.ptbproperties.com
 - Complete resident application
 - Add co-signer information if needed
 - Attached all signature to application
 - Attached a copy of all Driver's licenses
 - Attached proof of income
 - Copy of Last pay stub
 - Own your own business – a copy of your income tax return
 - Retired – a copy of your social security letter

- **PROVIDE REQUIRED PAYMENTS**

- Complete deposits and other fees
 - Online portal- The leasing professional will open your portal
 - Online payments only

- **END OF THE 72 HOURS YOUR FILE SHOULD BE APPROVED**

- This process should be completed within 72 hours after your payments and application have been submitted
- When the 72 hours is up your file should be approved
- If the file is not approved the apartment will go back on the market for lease
- The application fee is non-refundable
- The security deposit is refundable if you do not qualify
- The security deposit is non-refundable if you qualify, and change your mind

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

Owner's Representative Signature

Date