

HOW TO APPLY WITH NORTHWEST APARTMENTS

Thank you for choosing a Northwest Apartments community to be your new home! Here's a guideline on the online application process.

Step 1. Submit your application through our website

or through the email invitation from your Property Manager/ Leasing Consultant. If you're applying with an additional applicant or co-signer, please submit your applications at the same time, as your applications must be screened together as a whole. In reviewing our standard rental criteria, if you foresee needing a co-signer, please have them apply with you at the same time to prevent any delays in your screening decision.

Step 2. Upload your required documents

Submit your application with your monthly proof of income, and a copy of your government issued ID for each applicant and co-signer. Proof of income documents need to be recently dated and should equal at least 2.5 times the monthly rent to be approved with no conditions. The following is an approved list of income documents which include, but is not limited to:

- 2 recent consecutive paycheck stubs
- Most recent year tax return
- Most recent bank account statement
- A verifiable offer letter on official company letter head

Applications are processed within 1 business day. Screening result times will vary depending on how long it takes to receive all applications, and the receipt of required documents from each applicant and co-signer. Please note, your apartment is not secured without a screening approval and a paid holding fee.

Step 3. Pay your holding fee online

When you receive an email invitation from Appfolio to activate your resident portal account, please register and pay your holding fee online. Your Property Manager or Leasing Consultant will be in touch with the next steps and review your approval status. If your holding fee is not paid within 24 hours of the portal activation email, the apartment you applied for is not secured, and will be available for the next approved applicant.

Step 4. Congrats, you've paid your holding fee and your apartment is secured!

Next, you'll receive an email invitation to e-sign your lease. Your security deposit is posted to your Resident Portal account and payment is due before move-in day. If you're leasing a parking space, have a pet, and/or storage, you'll also pay your deposits for those items before move-in day. Your holding fee is converted to your first month's rent payment, so no need to worry about that. If applicable, your prorated rent is applied to your 2nd month's rent.

Step 5. Welcome home

Review your Welcome Letter for information on the move-in process, it's the last attachment included with your lease.

Frequently asked questions

What is a holding fee?

A holding fee is essentially your first month's rent upfront. You pay this amount to secure your apartment after your application screening is approved, then 100% of the funds is applied towards your rent.

Is the holding fee refundable?

Your holding fee is nonrefundable after you've paid.

What is the difference between a security deposit and holding fee?

Your security deposit is like your apartment "savings account". The monies are specifically used when you move out to cover your move out costs. Depending on the condition of your apartment after moving out, a portion of your security deposit may be refundable.

Your holding fee is like your apartment "checking account". The monies are used towards your "rent bill".

What is the monthly credit reporting fee?

We're proud to provide you with a new type of benefit! This service helps foster your good credit by reporting your largest spend- rent payments. The data is collected on the 15th of the month, and is reported to Transunion, Equifax and Experian. The cost is \$2 per resident over the age of 18, including co-signers. Residents and co-signers are automatically enrolled and there is no option to opt out of the program. Please note, any late payments are reported as well.

