



1300 Adams Avenue
Costa Mesa, California 92626
tel 714.540.1300
toll free 866.8442624
fax 714.540.1078
www.pinecreekvillage.net

Qualification Criteria

Items Needed In Order to Process Your Application(s):

1. Your **completed application** needs to be returned to the PCV business office **within 24 hours** (*Exactly* 24-hours. Time is of the essence) from the time that your "holding fee" was placed. The Move-In Pro-Rate form will contain a time stamp, which will display the exact time that the \$100 (plus \$30 application fee per person) "holding fee" was placed. Failure to return your application(s), *regardless of circumstance*, within the allotted 24-hour period, will result in a complete cancellation of the rental process and any further consideration regarding your rental request will cease. The entire "Holding Fee" and all application fees will be refunded to you in their entirety should you fail to meet the initial 24-hour application deadline.

There are no exceptions to this policy.

2. If you have elected to qualify according to *Primary Qualification Status* (Income qualification is 2.3 times the amount of the monthly rent gross between all the renters.) In other words, **aggregate** income. Then all parties must provide the last two most current pay stubs (the last most current pay stub is acceptable as long as the year-to-date figure is displayed on the pay stub) within 72-hours of the PCV time-stamp. Proof of bank account or other financial account is required of all individuals. **Failure to return your pay stubs and bank account information, regardless of circumstance, within the allotted 72-hour period, will result in a complete cancellation of the rental process and any further consideration regarding your rental request will cease.**

Further, at exactly 72-hours, presuming failure to return the required pay stubs and any other documentation required by PCV, your \$100 "holding fee" and all application fees will become non-refundable. You may re-apply. However, a new \$100 "holding fee" must be placed in order to begin the rental process.

All required documentation must be available *at the time of re-application*.

3. If you have elected to qualify according to *Secondary Qualification Status*, each individual must provide proof of **no less than \$20,000** in his/her local bank account as defined in the PineCreek Village policy & procedure manual. (Joint account is acceptable as long as applicant is a signer on the account.) Further, an extra deposit, regular deposit plus additional amount, equal to no less than one month's rent shall be due and payable to PCV, along with other applicable charges, upon move-in. Please note that each and every individual applying for rental according to *Secondary Qualification Status* must provide proof of his/her account as described above. *Only original bank or financial documents will be accepted.* Copies or faxes are not acceptable. All financial information *must be presented to PCV within 72-hours* (as described *Supra.*) Otherwise, the rental process will cease and the "holding deposit" and all application fees will be non-refundable.

4 Note: PineCreek Village Apartments does not accept co-signers. All individuals must qualify according to Primary or Secondary Qualification Status as described above.

