



## Application Checklist

If you would like to apply for an apartment at Quincy Ridge, please ensure you have the following items. Please bring all items to the Leasing Office during normal business hours (Monday-Friday 9:00 a.m. – 5:00 p.m. and Saturday 9:00 a.m. – 4:00 p.m.) to submit your application. If you are unable to deliver your application in person, please call our office at (303) 699-2882 for mailing or after-hours drop-off instructions.

- Complete Application form(s)
  - One per lease holder (i.e. all persons 21 or older)
  - One per dependent occupant (i.e. all persons 18-20 years of age)
  - Must be signed and dated with the date the application will be received in leasing office.
  
- Read and sign the Admissions and Occupancy Policy
  - Must be signed and dated with the date the application will be received in leasing office.
  
- Bring your most recent pay stubs for the last six weeks to be photocopied.
  - If you do not have pay stubs, please call our office to discuss proof of income
  
- Bring a photo ID to be photocopied
  - Government issued ID
  
- Include one check or money order for the Application Fee (non-refundable)
  - \$40.00 per applicant 21 years of age and older
  - \$20.00 per dependent occupants 18-20 years of age
  
- Include a separate check or money order for the Security Deposit, **\$500.00** (refundable within 72 hours of application submission)
  - Checks must be made payable to Quincy Ridge Apartments
  - Money orders "pay to the order of" section can be left blank to prevent issues with refunds.

**You will receive a call from our office approximately three business days after your application is submitted to discuss whether you are approved and associated move-in costs.**

**Please feel free to contact us with questions or concerns at any time!**