



Application Checklist

If you would like to apply for an apartment at Quincy Ridge, please ensure you have the following items:

- **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 or send to the email address below.**
 - If you do not have pay stubs, please call our office to discuss proof of income options.
 - Email: leasing@quincyridgeapts.com.
- **Bring a valid photo ID to be photocopied.**
 - Government issued ID.
- **Include one check or money order for the Application Fee(s).**
 - **\$50.00** per applicant 21 years of age and older.
 - **\$50.00** per dependent occupant 18-20 years of age.
 - Money orders "pay to the order of" section can be left blank to prevent issues with refunds.
- **Include a separate check or money order for the \$500.00 Security Deposit (*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.

To submit your application, you must bring all items to the Leasing Office during our business hours (**Monday-Friday 9:00 a.m. – 5:00 p.m. and Saturday 9:00 a.m. – 4:00 p.m.**). If you are unable to deliver your application in person, please call our office, **(303) 699-2882**, for mailing or after-hours drop-off instructions.

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

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