



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, sign & date the Admissions and Occupancy Policy & Background Screening.**
 - 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).**
 - **\$60.00** per applicant 21 years of age and older.
 - **\$60.00** per dependent occupant 18-20 years of age.
 - **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.
- **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.

****PLEASE NOTE: This is private property and Landlord expressly bans illegal drugs which violate the Federal Controlled Substances Act, including marijuana.****

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!