

# THE MORGAN GROUP

41 WEST PUTNAM AVENUE • GREENWICH, CONNECTICUT, 06830 • (914)574-5400 • FAX (914) 574-5399

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1. Please read the following instructions carefully.  
We thank you for your interest in renting an apartment with us.
2. The following requirements are **MANDATORY** when submitting your application to the office which **must be mailed to the address above**. Be sure to submit copies only.
3. The application process generally takes **4-5 business days**. **DO NOT** call before that time for the status of your application.

## REQUIREMENTS: ALL MUST BE MET

1. **Minimum Income Requirement:** Studio \$600.00, 1 BR \$700.00, 2 BR \$850.00 and 3 BR \$1,000.00, per week AFTER taxes. The income can be combined if there is a co-applicant. We **DO NOT** accept co-signers or guarantors.
2. You **MUST** submit a \$100.00 application fee. This fee is **NON REFUNDABLE** and should only be submitted in the form of cash, money order or certified checks. Personal checks will not be accepted. The application fee is due when you submit your application. Your application will NOT be processed without the fee.
3. If you have a **PROGRAM:** you must provide proof of payment such as a voucher.
4. THREE current pay stubs from your employer
5. Employee reference letter stating your salary, position and length of employment.
6. Proof of identity: a social security card and identification card.
7. A copy of your most recent W2 form.

## PLEASE TAKE NOTICE:

- No pets or washing machines allowed.
- We do NOT accept credit checks from outside sources. We conduct our own.
- We will verify your employer and landlord references.
- We DO NOT ask for any other payments upfront other than the application fee.
- **We will conduct an in home interview.**
- Once the application is approved- Upon approval for lease signing, picture ID is required, along with the first month's rent and security deposit made payable **ONLY** by cash, money order or certified check

**PLEASE NOTE IF ANY INFORMATION IS PROVEN TO BE FALSE OR NOT COMPLETED ON THE APPLICATION IT WILL AUTOMATICALLY BE DENIED**