

The waitlist for Fall 2019 will open 11/1/18. If you are interested in leasing a 1, 2, or 3 bedroom apartment, please follow the instructions below in order to be placed on the waitlist.

### **Submit An Application:**

- Applications will not be accepted until on or after 11/1/18.
- Each list (One, Two or Three Bedroom) is based off of a first come first serve basis.
- Limited Space available: sign up fast!

### **Turn In Additional Required Paperwork:**

If you are applying and trying to qualify on your own, you (and your roommates) must collectively make 3 x the monthly rent. If you do not qualify on your own, you (and all of your roommates) must have a guarantor who makes 5 x the monthly rent. You may have more than one guarantor per apartment, but no more than one guarantor per person.

If you qualify on your own (with or/without your roommates), or you are a guarantor, please **choose 1** of the following 4 documents to submit for income verification. You may hand drop these documents off in the office during office hours (M-F: 9am-5pm, S: 10am-4pm), drop them into the “rent drop box” after hours, email them to [CDTheSquare@MatrixResidential.com](mailto:CDTheSquare@MatrixResidential.com) or mail them to 406 Shafer Street, Richmond, VA 23220.

1. (2) Most recent paycheck stubs,
2. (1) Letter from employer,
3. (2) Most recent bank statements from a savings account, or
4. (1) Most recent tax document (W-2, 401K, etc.).

### **Pay Your Dues:**

The following amounts must be paid in the form of either personal check, cashier’s checks or money orders. Payments can be dropped off in the office during office hours (M-F: 9am-5pm, S: 10am-4pm), dropped into the “rent drop box” after hours, or mailed to 406 Shafer Street, Richmond, VA 23220.

1. \$50.00 Application Fee - per applicant, non-refundable (includes guarantors)
2. \$100.00 Waitlist Fee - per apartment. Refundable if an apartment is not found.

**Remember, all resident applications and payments must be received in order to be put on the waitlist! If you wish to join more than one waitlist, you must pay an additional waitlist fee.**

If you have any questions, please do not hesitate to ask!

**[CDTheSquare@MatrixResidential.com](mailto:CDTheSquare@MatrixResidential.com)**

**P 804.823.3082**