

YOUR APPLICATION IS SUBMITTED

Thank you so much for your application! To complete processing, we require the following from all applicants over the age of 18, including guarantors:

- **Government Issue Photo ID**
- **Proof of income** must be one of the following:
 - **Employed**-2 valid paystubs within last 30 days
 - **Employed**-Valid offer letter within last 30 days
 - **Self Employed**-Prior year's tax return w/ schedule C and affidavit of 24 months expected income.
 - **Self Employed**-CPA statement of prior year's tax returns and 24 months expected income.
 - **Self Employed**-24 months of financial statements (balance sheet, income statement and cashflow)
 - **Unemployed/Retired**- 3 months bank statements

If you or another applicant didn't upload those documents during the application, please upload through your portal or email any missing documentation to forum@avantiresidential.com to continue the application. Incomplete applications will only hold for 24 hours from the time you applied. Otherwise, you will need to re-apply once you have gathered the necessary information.

SCREENING PROCESS

Screening results can take anywhere from a few hours up to 7 days, but in most cases, we have the results in 48 hours or less. We will notify you of any additional requirements such as a guarantor needed or an additional deposit up to 2 months' rent. If a guarantor is required, we would need their completed application and documentation by 5pm the following day to start their screening process.

YOU ARE APPROVED

Congratulations, you are approved! To create your lease contract, we just need to know:

- If you will be using Jetty in lieu of a deposit
- If you will be renting bike storage
- If you will be renting onsite storage
- If you will be reserving a parking space
- Confirm pet names (if applicable)

Next, we will send over the move in cost sheet and lease contract. All parties must sign the lease and move in cost sheet within 3 days to proceed. You may now pay your admin fee and deposit (if not using Jetty) through the application portal.

1-2 WEEKS BEFORE MOVING DAY

Forward your mail with USPS- this can be done online at www.usps.com/manage/forward

Create an account with Fetch – we aren't able to receive packages in our leasing office, but fetch will get your packages in your hands same day.

Set up electric with Xcel Energy- and send us the account number. This MUST be done at least 1 day prior to move in.

<https://co.my.xcelenergy.com/s/moving>

Set up Renter's Insurance- we recommend Epremium, but you can use whoever you choose. Please see us for specific liability and additional insured requirements and send us the declarations page. This also must be done at least 1 day prior.

<https://www.epremiuminsurance.com/>

(Optional) Schedule Move in Orientation – If you can, we would love to meet with you a few days before your move, so we can show you all the things you need to know, without the pressure of a moving truck. Learn to use the intercom, how to handle trash, and more!

2-4 DAYS BEFORE MOVING DAY

Send us pet information- Send us a picture of your furry friend and shot records.

Pay move in costs online- Please pay your costs due at move in through the online portal. Your balance will reflect \$0 until after we move you in, but the amount will be listed on your move in cost sheet. If you used Jetty, send us a copy of the bond.

Schedule Move in appointment- Setting an appointment for your move in and let us know if you will need to reserve the loading dock (no charge).

MOVE IN DAY

Register your vehicles with Park M – Parking is by virtual permit only. Register your vehicles and any guests online! Please note that towing is enforced!

www.ParkM.com

Arrive on time for your move in- Pick up keys at your scheduled time and bring your moving truck to the loading dock (it won't fit in the garage).

Complete your move-in inspection – You will receive an email to complete your move in inventory and condition inspection. Please complete this within 48 hours. Once completed, stop by the leasing office to pick up your mail keys!

Enjoy your new home- You are all done! Enjoy your new home and keep an eye out for emails letting you know important information or upcoming resident events! Work orders and monthly rent can be submitted through our resident portal. You can also email our team at forum@avantiresidential.com for the quickest response times!