INSTRUCTION IN APPLYING

TO APPLY:

Please submit the following:

1) Completed Application per applicant 18 years and older to reside in apartment
2) State or government issued photo identification(s) per applicant
3) Income documentation (2 most recent pay stubs, job offer, etc.) per applicant
4) Proof of Social Security Number (SS card, tax forms, SSN on stubs, etc.) per applicant
5) Application fee per applicant (**Non Refundable**)
6) Holding Fee **(Equal to Security Deposit-refundable if application is not approved)**

PLEASE NOTE: All rentals are on a "first come, first serve basis", as we do not "hold" rentals. ALL 6 items must be received for a complete submission.

TO MANUALLY SUBMIT APPLICATION:

4 ways to submit required application, documents, and fees.

1) You may submit all information via e-mail or fax to (202) 697-5959
    a) Completed application
    b) Copy of State/Government issue photo identification
    c) Copy of income documentation (paystubs).
2) Arrange date/time for us to pick up documents & fees.
3) Arrange date/time to submit all documents and fees at Wiley Management Office
4) Mail documents & fees to Wiley Mgmt., Inc.-PO Box 52254; Washington, DC 20091

Application fees and *Security deposits may be paid by money order/certified check made payable to "Wiley Management, Inc." or through PayPal on site.

HOLDING FEE REQUIREMENTS:

THE APPLICANT UNDERSTANDS AND ADHERES TO THE FOLLOWING:

In the event, applicant is approved & then declines, the holding fee is **NOT** returned.
If applicant is approved and moves in, the holding fee becomes the security deposit for premises and refundable at end of lease.