

HOW TO RESERVE YOUR BEDROOM AT TUSCANY

Step 1: Send an email to tuscany@greystar.com with the subject line “Application Request” to request a leasing application.

Step 2: You will be emailed the leasing application and will need to choose one of the below qualifying options to apply.

Step 3: Fill out the leasing application and submit back to us at tuscany@greystar.com. We will then reach out to you with the next steps to secure your housing!

Self-Qualifying applicant should submit the following components:

1. Signed Qualifying Criteria
2. Application to Rent
3. Roommate Profile
4. Application fee of \$50.00 per application and one rental installment towards the holding deposit.
5. Proof of income
 - a. Self-qualifying residents must show no less than 3 times the monthly rent amount (per full bedroom installment).
 - b. Accepted forms of proof of income include: most current tax return, 1099, W2, two current and consecutive pay stubs, proof of government payments, three months' worth of bank statements listing all deposits, etc. One of the listed forms of income above will be sufficient to submit.

Applicant providing Guarantor should submit the following components:

1. Signed Qualifying Criteria
2. Application to Rent
3. Roommate Profile
4. Application fees of \$100.00 (\$50.00 per resident and per guarantor application) and a \$400.00 holding deposit
5. Guarantor application
6. Proof of Income (if applicable)
 - a. As stated in the Qualification criteria, guarantors must show at least 3 times the monthly rent in their gross monthly income. The lease is a joint lease therefore, all guarantors for the bedroom's income are combined. There is one lease per bedroom at Tuscany and guarantors will be screened together and will be jointly liable for guaranteeing all residents in the unit. We recommend there are as many guarantors as there are residents per lease.

Non-Self-Qualifying applicant without Guarantor should submit the following components:

1. Signed Qualifying Criteria
2. Application to Rent
3. Roommate Profile
4. Application fee of \$50.00 and holding deposit equivalent to one rental installments.
5. I-20 or F-1 Documents - International applicant

FREQUENTLY ASKED QUESTIONS:

PAYMENTS: A holding deposit of at least \$400.00 is required to reserve a bedroom as well as a \$50.00 application fee for each applicant and a \$50.00 application fee for each guarantor. An additional holding deposit may be required based your qualification status. Application fees are non-refundable however, holding deposit is refundable at end of lease term, as long as there is no damage to your unit. You may pay for application fees and deposit via check, or with an online payment through your applicant portal account. Please be aware that there is a convenience fee for paying with credit card or debit card online, so we recommend the electronic check method if you prefer to pay online. To submit payment, you can visit the office in person or mail the payment to 3770 S. Figueroa St. Los Angeles, CA 90007. Please be sure applicant name is clearly listed in the memo-line of the payment.

APPLICATION: The first document is the qualification acknowledgment which needs to be signed by each applicant. Each person who will be living in the bedroom must complete the second document, Application to Rent. The application to rent is two pages long and must be filled out in its entirety. There is also a Roommate Profile form for you to fill out within the packet to help us with matching and placements.

GUARANTOR APPLICATION: Guarantor application will need to be completed in its entirety by the guarantor only. Submission of this application will need to be sent along with proof of income. All guarantor applications and supporting documentation should be submitted to our office at the time of applying or no later than 7 days after reserving your apartment. These can be dropped off directly to the leasing office, mailed to office address at 3770 S. Figueroa St. Los Angeles, CA 90007 or emailed directly to Tuscany@Greystar.com. Please contact the leasing office at (213) 743-5000 for any questions about the application process.

TIMELINE: Each resident must fill out application to rent and submit to the leasing office to start the reservation process to reserve apartment. All application and security deposit fees must be submitted within 48 hours of applying. Additionally, a paper or electronic lease must be signed within 72 hours of reserving your unit. All guarantor applications and supporting documentation should be submitted to our office at the time of applying or no later than 7 days after reserving your apartment. Tuscany reserves the right to cancel applications that are not completely submitted within this time frame. Please coordinate with your roommate (if applicable) to ensure that all paperwork is submitted in a timely fashion.