

**Westglen Village Apartments  
920 Quail Terrace Ct. Court  
Ballwin, Missouri 63021**

Dear Applicant:

We take pride in our community. We actively seek good residents to make their homes with us, and we strive to provide the best service we possibly can while they live in our community.

We screen our applicants very carefully, and we completely verify all information provided to us on the Application for Lease and other sources available to us.

The screening and verification process is used for every applicant the same way – fairly, consistently, and uniformly. We work very diligently to observe both the spirit and the letter of the Fair Housing Laws- not just because they are the law of the land, but also because we sincerely believe, personally as a company, in equal opportunity in fair housing for everyone. An applicant who passes the screening criteria is accepted as a resident; an applicant who does not satisfy the criteria is not.

By making an application for an apartment at our community, you acknowledge that these checks and verifications will be done and give your permission for us to do so.

Please fill in your application completely. If you do not provide us with complete information, we will not be able to process the application successfully. If there is any item on the application that you do not understand, please ask for assistance. If there is any additional information that you feel might be of assistance to us in processing your application, please include it on the back of this application or let us know.

We will do our best to process your application quickly and give you an answer within a reasonable period of time.

Along with the application a security deposit (Reservation Deposit) must be made as follows:

**SECURITY DEPOSIT IS THREE HUNDRED (\$300.00) FOR ONE AND TWO BEDROOMS AND FOUR HUNDRED (\$400) FOR THREE BEDROOMS AND TWO BEDROOM LOFTS OF WHICH ONE HUNDRED FIFTY (\$150.00) IS A NON-REFUNDABLE FEE SHOULD THE APPLICANT BE ACCEPTED. IF AN APARTMENT IS HELD FOR 2 DAYS, WHICH INCLUDES WEEKENDS AND HOLIDAYS, AFTER APPLICATION IS RECEIVED, THEN THE SECURITY DEPOSIT (USED TO RESERVE AN APARTMENT) WILL BECOME NONREFUNDABLE. IF APPLICANT IS NOT ACCEPTED THEN THE SECURITY DEPOSIT WILL BE RETURNED IN FULL.**

Please sign and date this letter where indicated.

Thank you for making an application at our community; we sincerely hope that you will be a long term resident with us.

Westglen Village Management

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_