



WAITLIST PROCEDURES

WORRY FREE VIP - SAVE TIME & SKIP THE LINE!

Thank you for your interest in Westside Village Apartments! Getting on the waitlist is easy and hassle free. Listed below are instructions on how to get on the waitlist along with an easy to follow checklist and other important information.

Check it once, check it twice being on the waitlist is really nice!

- Choose a group leader - This person will be the main contact through the leasing process.
- Fill out the group leader form
- Fill out an application. Everyone who is planning on residing in the household must fill out an application. Applications are available on our website at www.westsidevillage.com. You can contact the leasing office to have an application emailed or stop by the leasing office. We would love to meet our potential future residents!
- Choose your housing option listed in order of 1st, 2nd & 3rd choices of which units you are most interested in.
- Turn application(s) into our office, with one \$25.00 waitlist fee. The wait list fee is non-refundable unless you sign a lease. This would then be applied towards the application or first month's rent. The choice is yours!

THE WAITLIST ADVANTAGE

Westside Village properties are in high demand, it's first come first serve and being on our waitlist allows you to be a VIP. Current Westside Village residents have the first opportunity at housing options, but once we know if your selected housing options are available, we will contact you. This gives you priority of housing before the rest of the public! YOU WILL BE CONTACTED BEFORE MAKING IT AVAILABLE TO THE PUBLIC.

STRESS FREE GUARANTY!

Let's face it, there is enough to worry about and your housing option should not be one of them. No more stress and worry, frantically searching for housing options. No more wasted time and effort, searching the internet, waiting for the luck of the draw, dealing with lottery numbers leaving you wondering if someone else might be able to rent the house/apartment you had your eye on. Our promise is to keep you informed, not left wondering. BEING ON THE WAITLIST MAKES YOU A VIP!

WHY IS THE \$25 DEPOSIT NON-REFUNDABLE?

Because our housing options are in high demand, the \$25 not only holds your place on the waiting list but it lets us know you are serious about one of our housing options. Once you sign a lease, this can be applied towards either the \$45 application fee or your first month's rent.

If you have checked off everything on this list. CONGRATULATIONS you are on our waitlist!!!!



CLOSE TO EVERYWHERE YOU WANT TO BE.....

Once again, thank you for your interest in Westside Village Apartments. WE ARE...so excited that you selected us to meet your potential housing needs. As information becomes available on the selected housing options, we will contact you to either make arrangements to sign a lease or keep you informed of potential status changes. The group leader will be the first and main point of contact, so please elect someone who will be good at communicating information. **Please be advised, this is not a guaranty of housing.**

Please provide the following information. Be sure to print clearly so that we can keep you informed!

Group Leader Name: _____

Phone Number: _____ Email: _____

Please provide the contact information for everyone who is intending to live in the household.

1.	_____	_____	_____
	Name	Phone #	Email
2.	_____	_____	_____
	Name	Phone #	Email
3.	_____	_____	_____
	Name	Phone #	Email
4.	_____	_____	_____
	Name	Phone #	Email
5.	_____	_____	_____
	Name	Phone #	Email
6.	_____	_____	_____
	Name	Phone #	Email
7.	_____	_____	_____
	Name	Phone #	Email
8.	_____	_____	_____
	Name	Phone #	Email
9.	_____	_____	_____
	Name	Phone #	Email
10.	_____	_____	_____
	Name	Phone #	Email

Housing Choices

1st: _____

2nd: _____

3rd : _____