

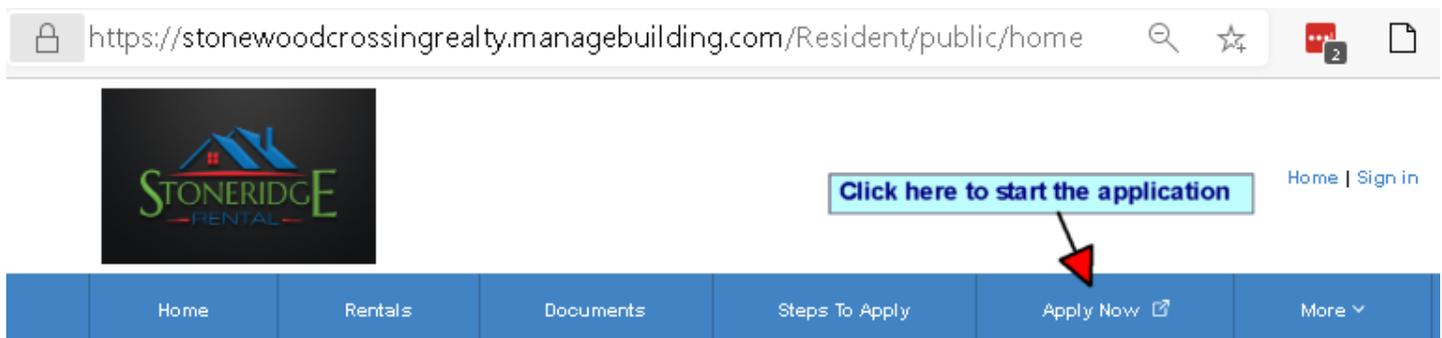


How to Apply

1. Before you start the application process, have scanned copies of your Driver License (front and back), and scanned copies of the last 4 pay stubs, at least one showing your 2019 YTD income ready to upload. If you are currently renting, have a scanned version of signed 'Rental Applicant Reference Form' from Step #4.
2. Open an internet browser session, preferably Chrome or Microsoft Edge.
3. Type the following address in the address bar: <https://stonewoodcrossingrealty.managebuilding.com>
4. If you are currently renting, please download 'Rental Applicant Reference Form', print, fill and scan so that it can be uploaded as a part of the application attachments.



5. Click on the 'Apply Now' (as shown in the screenshot below).



6. You will be presented with the 'Rental Application' form. It is very important that each applicant over 18 years of age complete their own application form. The rental application form has various sections, i.e. Applicant

Information, Additional Occupants, Employment, Rental History, Vehicles, Property Information, Pets, General Information Questions.

7. We will run the credit reports, however, if you have one that less than 30 days old upload it.
8. To expedite the process, please make sure that you provide all the information. In 'Rental History' make sure that you provide at least one previous residence information if applicable. In the 'General Information Questions' section, please make sure that you provide the explanation in the text box for any 'Yes' answers to the questions.
9. Once all the required information is entered, click the 'Save and enter Payment' which will take you to the payment information screen for the application fees. You could pay via EFT/eCheck or Credit Card.
10. Once the payment method is entered, click the green button to take you to the review of the rental application.
11. If all the information is correct, you can click on the final complete green button. Otherwise, you can edit the rental application and make the necessary adjustments before you click on the final complete button.
12. If you have any issues or have further questions, please feel to reach us via email or phone as provided below.