



## Conscience Bay Application Process Timeline

- 1. Submit Application:** Once an application is completed in full, and the fee is paid, it will be submitted for processing. If there are multiple applicants, all applications must be completed and paid for before being processed. Additional proof of income or other information may be emailed if it does not fit in the online application. Processing may take up to 48 hours in order for us to receive the background check and review the application(s). Applications will be temporarily closed to everyone else while we process your application.
- 2. Application Decision:** Once you receive approval, you will be offered to sign a lease agreement and pay the security deposit. The offer will be exclusive to you for 24 hours (1 full business day). If the lease agreement is not signed within the 24 hour period, applications will open back up to the general public, and the property will be handled on a first come / first served basis.
- 3. Lease Agreement / Security Deposit:** The security deposit of 1X rent is due at lease signing. The move-in date on the lease agreement may be no more than 1 month away from the date the lease is signed unless the property is not yet move-in ready at signing.
- 4. Move-In:** Resident(s) must pay first month's rent as well as any pet fees or additional deposits in full before being handed over the keys to the property. If the move-in date is in the middle of a month, the rent for that month will be prorated for the following month.