



*Professional Property Management • 1600 Toronto Road
Springfield, Illinois 62712 • Phone 217-529-2900 / Fax 217-529-2925*

Thank you for your interest in applying for an apartment at Lake Pointe Apartments!

To complete the application process, we will need the following items turned in with your filled-out application.

- Copy of a picture ID
- Copy of proof of income (paystub, employment letter, etc.)
- \$40 application fee (check or money order only)
- Pet Vaccine records (if applicable)

We will check past rental references (if applicable), verify employment, and run a credit report and background check.

Once your application has been approved, your \$300 Move-In Fee is due immediately to hold your apartment for you. The Move-in Fee must be a check or money order and separate from any other payment.

If your move-in date is not the first of the month, your rent will be prorated. This means you will only pay for the days in the month in which you have possession of the apartment. After that, your rent will be due on the 1st of every month.

You are responsible for water and electric, which come on one bill through CWLP or The Village of Chatham. You will be required to put the utilities in your name within two days of moving in. CWLP and Chatham requires a deposit in order to put the utilities in your name. This deposit is due to CWLP or Chatham the day utilities are changed.

All checks should be payable to: "AMOS" Or "Apartment Mart of Springfield"