

Employee Apartment Rental Discount Policy and Procedure

As an employee of [REDACTED], you have the option of living at one of our Multifamily communities. By doing so you are eligible to receive a 20% discount off the effective rents.

1. Complete the attached application and submit to HR for review.
2. Your application for an employee unit discount is not a guarantee of approval.
3. [REDACTED] retains the right to limit how many employee discounted units are available at each property as well as identifying which units at each location are eligible to receive the discount.
4. Employees are eligible to live at a [REDACTED] property after successfully completing his/her first 90 days of employment.
5. Discounted rent goes into effect on the first full month's rent.
6. Once your application has been approved, it will be forwarded to you and the selected property where you will be residing.
7. First 60 days of employment must be completed before selecting your apartment.
8. Select your apartment.
 - a. Reach out to the property to schedule a personal tour. Employee tours are available between 9am and 1pm on Monday through Thursday. NOTE: No tours will be provided without a signed [REDACTED] Employee Discounted Rent Application.
 - b. Select your apartment and move in date. NOTE: The period of time to hold an apartment for you to move in is 14 calendar days at a stabilized property or a lease-up property.
 - c. Complete the lease rental application online through your portal. The application and administrative fees are waived for all employees.
 - d. Once you have completed your application, please notify the Multifamily Operations Specialist so your application can be processed and reviewed.
9. If you are a current resident before you become an employee, you must fulfill the terms of your current lease before you can be considered for the employee discount.

John Badger

Print Name: _____ Property Location of Employment: [REDACTED]

Employee Signature: _____

Date: 01/28/2021

Application for Employee Unit

Name: John Badger

Are you a current resident or applicant at a Co. Property? Yes No

If no, what is your desired Move in Date: Asap

Preferred Property #1: Floorplan: 1 br 1 bath

Preferred Property #2: Floorplan: 1 br 1 bath

Employee Signature:

Date: 01/28/2021

To be completed by HR

Date of Hire: 1/19/2021 Eligible date of move in: Now but discount will begin 4/19/2021

Location of Employment:

Current Supervisor:

Screening Completed : ☒ Yes ☐ No

HR Signatur Date: 1/28/2021

To be completed by President of Multifamily

Approved: ☐ Yes ☐ No

Comments:

Multifamily President Approval: Date: