

~TOWNEHOUSE VILLAGE APARTMENTS~

114 North 34th ST

Richmond, IN 47374

PHONE #: 765-966-4953

email: townhousevillage@yahoo.com

Thank you for your interest in our apartment community.

APPLICATION FEES: \$45 PER ADULT OCCUPANT LISTED ON APPLICATION

ALL PAYMENTS MAY BE MADE BY CHECK OR MONEY ORDER ONLY.

COPIES OF DRIVER'S LICENSE OR PICTURE ID FOR ALL ADULT OCCUPANTS MUST BE SUBMITTED WITH THE APPLICATION AND FEES IN ORDER FOR YOUR APPLICATION TO BE PROCESSED. ALL OCCUPANTS MUST BE LISTED ON APPLICATION.

THERE IS NO GUARANTEE ON THE PROCESS TIME FOR THE APPLICATION. THIS PROCESS USUALLY TAKES UP TO 48 HOURS BUT CAN TAKE LONGER IF NECESSARY.

THE FOLLOWING ADDITIONAL DOCUMENTATION WILL BE REQUIRED IN ORDER FOR THE PROCESSING TO BE COMPLETED:

- **Most recent income verification past 30 days along with employment valid verification for each adult applicant**
- **Current or most recent rental valid verification for each adult applicant**

PLEASE LET US KNOW IF YOU NEED ADDITIONAL FORMS

PLEASE LET US KNOW IF YOU HAVE QUESTIONS OR IF WE CAN BE OF FURTHER ASSISTANCE.

~THANK YOU! ~