



## HOUSING APPLICATION INSTRUCTIONS

If you need assistance completing the Housing Application, please don't hesitate to contact the Waterview Park Information Center

### 1) Complete Page 1 & 2 of the Housing Application

- Fill out both pages of the Housing Application
- Please print legibly and in black or blue ink
- All information fields marked with an asterisk (\*) are required, and if one of these items is left blank, it could delay the processing of your application
  - If you do not have a U.S. issued Social Security Number, please leave field blank
- You must initial Page 2 of the Housing Application indicating that you have read the Statement of Rental Policy

### 2) Make a decision on which Apartment Type you prefer

- All apartments are leased by the bedroom and pricing on the application is reflective of this. Waterview Park offers 11 floor plans in studio (efficiency), one, two and four-bedroom configurations. Please return to the Floor Plans & Pricing section of our website for details.

<u>Unit Type</u>	<u>Configuration</u>	<u>Sq. Ft.</u>
A1 – A6	1-bedroom apartments	384 - 667
B1 – B3	2-bedroom apartments	900 - 978
D3 – D4	4-bedroom apartments	1180 – 1269

### 3) Submit the Housing Application and Payment

- Send copies of the following documents via mail, fax or email:
  1. Housing Application completed and signed
  2. Check, money order or traveler's check made payable to Waterview Park, for:
    - a. \$50.00 non-refundable application fee
    - b. \$100 non-refundable administrative fee>if you are interested in paying by credit card, please see the Payment Options under the Online Application page of our website

Mailing Address: Waterview Park  
2800 Waterview Parkway, Suite 100  
Richardson, TX 75080 (USA)

Email: [info@waterviewparkapts.com](mailto:info@waterviewparkapts.com)

Fax: (972) 238-3612

### What to expect after Waterview Park receives your completed Housing Application

- Once Waterview Park receives all the required documents and payments, an email will be sent to notify you of your apartment assignment if space is available. *Housing is not guaranteed* and assignments are made on a first-come, first-served basis.
- Please make sure you provide a valid email address you check on a daily basis as all correspondence will be done electronically.

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