

Application Questions

Do I have to pay an application fee?

Yes, there is an application fee required by Dasa Properties. The fee amounts to \$20.00 for each adult applicant. It's important to note that this fee is **nonrefundable**. Additionally, the application fee remains valid for 60 days and can be applied to multiple units within that time frame.

Once I have paid my reservation fee, can I transfer my application to another unit?

No, once you have paid the reservation fee for a unit, it secures that specific unit for you. Unfortunately, we do not allow the transfer of reservation fees to another unit. Therefore, it is important that you are certain about your choice of unit before making the reservation fee payment.

What documents are required to lease a home/apartment with Dasa?

- Two verifiable recent pay stubs OR a job offer on letterhead with yearly salary (most recent 2 pay stubs). It is important to note that they do not accept Chime screenshots.
- If you are self-employed, you will need to provide your most recent tax return.
- Picture ID (e.g., driver's license, passport).
- Social Security card.
- Proof of address, such as a utility bill.
- Ensure that you have these documents ready when applying for a unit.

How does the application process work?

1. Initial viewing of the unit:
 - a. Visit the unit you are interested in and conduct a viewing. This could be done during a scheduled self-showing or with assistance from a staff member.
2. Decision to Apply:
 - a. After viewing the unit and decided to proceed with the application, you can initiate the application process by selecting "Apply" [Dasa Properties LLC Screening \(getaptly.com\)](https://getaptly.com)
 - b. Create an account or login using your google user id and password. This is highly recommended so that you never forget the user ID or password.
3. Completion of Application:
 - a. Complete application and upload the requested documents, which typically include:
 - i. Two most recent pay stubs.
 - ii. Proof of any assistance received (RTA for Section 8, DSS, etc)
 - iii. New York State ID
 - iv. Proof of Address (utility, credit card, bank statement)
4. Review of Application:
 - a. Once you submit your application and the required documents, the information will be reviewed by Senior Property Manager.
5. Contact with 48 Hours:
 - a. You should expect to be contacted within 48 hours regarding the status of your application. If additional information is required, the staff will reach out to you.

6. Additional Information or Clarification:
 - a. If additional information is needed, the staff will guide you through the process of providing.
7. Approval Process:
 - a. If your application is approved, the staff will inform you of the next steps to secure the unit. You will be required to pay a "Reservation Fee" which will hold the unit until your move in date. This Reservation Fee will be applied to either your first month's rent or security deposit when you move in the unit.
 - b. If your application is declined, you will receive notification from the staff. It is important to note that the application fee is non-refundable and will not be refunded in the event of an application decline.
8. Securing the Unit:
 - a. Senior Property Manager will assist you in signing a lease agreement. Once the lease has been signed, full security deposit and first month's rent has been made and utilities have been transferred into your name, the keys will be released.

Overall, the application process involves providing the necessary documentation, undergoing a review process, and receiving communication from the staff regarding the status of your application and the next steps to take if approved.