

City Park Apartments

1246 & 1247 West 30th Street

Los Angeles, CA 90007

Phone: (323) 733-6157

cityparkusc@gmail.com

www.cityparkusc.com

Leasing Procedures

Dear Applicants,

Thank you for your interest in City Park Apartments. Please see the following for the steps and procedures for leasing, and let us know if you have any questions:

1. Touring the Apartment

If you are interested in taking a look at our apartments, we have a virtual tour video available on our site. We will have showrooms available soon. Please contact us or check our website for any updates.

2. Reserving a Unit: Putting Down a Deposit

Once you have made the decision to reserve a unit, you may proceed to put down a deposit. Putting down this deposit will guarantee an apartment reservation. This security deposit is equal to 1 month's rent (\$2900.00 for a 2B2B and \$3500.00 for a 3B2B). Note that this deposit is fully refundable prior to lease signing. Please:

- a. Ensure that the payment is made through either **Cashier's Check or Money Order** (no personal checks)
- b. Make the deposit payable to: **City Park Apartments**
- c. If you are mailing the deposit in, please use either UPS or FedEx with a tracking number. The shipping address is as follows:

City Park Apartments Leasing Office

1246 W. 30th Street

Los Angeles, CA 90007

- d. If you are mailing in the deposit, please include a paper note that lists all prospective tenants' names, emails, and phone numbers. Please also email cityparkusc@gmail.com and list all prospective tenants' names and phone numbers in the body of the email, as follows:
 - i. Tommy Trojan: tommytrojan@gmail.com, 000-000-000
 - ii. Tina Trojan: tinatrojan@gmail.com, 000-000-000
- e. NOTE: If you would like to also pay the "Total Move-In Cost" at this time, you may do so to save you another trip to the bank at a later time. In addition to the one-month's rent

deposit, this Total Move-In Cost includes optional parking and refrigerator rental fees, parents' guarantor deposit, and application fees.

- i. Parking: \$100/month for 2 tandem spots or one single spot (optional)
- ii. Refrigerator: \$300/year to rent (optional)
- iii. Application Fee: \$40/person
- iv. No Parents' Guarantor Deposit: \$500/tenant who is unable to acquire a Parents' Guarantor

3. Choosing A Room

After we receive the deposit, you are cleared to choose a room. Typically discussions for choosing a room occur either in person or over the phone, which will happen in late February or early March. After choosing a room, you will have 10 working days to complete steps 4 and 5 (submitting all forms and signing the lease).

4. Submitting Forms and Paperwork

After choosing a room, tenants will turn in all the forms and paperwork required to facilitate the Lease Signing. These can be turned in as attachments through email. This includes:

- a. Application Forms from each tenant
- b. **Notarized** Parents' Guarantor Form (or \$500 "No-Parents' Guarantor" Deposit for each tenant who is unable to acquire one)
- c. scans of all legal forms of identification that you have:
 - i. Passport
 - ii. Driver's License
 - iii. I-20
 - iv. Student ID
- d. At this time, ***you will also have to turn in the Total Move-In Cost***, if you haven't already.

5. Lease Signing

Once all the forms are turned in and approved by City Park, you may start with the Lease Signing Procedures. Lease Signing can be done either in-person or electronically. For more details about electronic lease signing, email us at cityparkusc@gmail.com and we can provide more information, answer any questions, and send you the forms if you would like to peruse them before proceeding.

Please contact us for any assistance with your application.

Thank You,

City Park Apartments

2024