



CORPORATE LEASING POLICY

WESTMORE APARTMENTS OFFERS ONE (1) TYPE OF CORPORATE LEASES WITH DIFFERENT MINIMUM LEASE TERM REQUIREMENTS.

OUT-SOURCED CORPORATE UNIT

- Any unit available
- Minimum 3-month lease term for ordered corporate units
- Furniture will be ordered from Brook Furniture

CORPORATE HOUSING OPTIONS

THE ASHLAND

- \$1485 per month (starting at)
- Security Deposit = \$1485
- One Bedroom/One Bathroom
- 690 square feet

THE BELMONT

- \$1745 per month (starting at)
- Security Deposit = \$1745
- Two Bedroom/One Bathroom
- 900 square feet

THE CLARK

- \$2245 per month (starting at)
- Security Deposit = \$2245
- Three Bedroom/Two Bathroom
- 1,235 square feet

All corporate units are fully furnished and include, but are not limited to, the following:

- All home furnishings, including couch, dining table, bed, dressers, mirrors, etc.
- Linens (bedding and towels)
- Kitchenware (pots and pans, dishes, glasses, cookware, silverware, etc)
- Electric utilities up to \$100 (resident is responsible for any additional utility charges exceeding \$100)

ITEMS NEEDED TO APPLY AND MOVE-IN

- All leaseholders must be 21 years of age or older.
- All applicants need to submit a \$75 application fee and completed application with the leaseholders' verifiable information. This can be an individual or a company.
- The \$75 application fee and security deposit must be paid to reserve the apartment. No apartment will be held without a completed deposit receipt form, a completed application, and payment for the \$75 application fee and holding deposit. The first month's rent is due when the keys are picked up.
- The leaseholder is to pay a security deposit equal to one month's rent.
- If the unit will be held in a company's name or in an individual's name that is not available to sign in person, all paperwork must be notarized and handled via fax or mail. Otherwise, a letter of direction can

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be forwarded with notary signature and a representative may sign all paperwork in person, in the leasing office.

- All occupants are to submit a \$25 application fee and a completed application for each occupant not on the lease who is over 18 years of age. This fee covers a mandatory criminal background check.
- Parking stickers and permits will be issued at the time of move-in.

SPECIALTY ITEMS

If applicant should need any specialty items, such as a desk, a larger bed, or larger TV, you may request these items for an additional cost. Please contact your Westmore Corporate Housing Coordinator at (630) 629-2728 for further assistance.

** The corporate housing coordinator will contact Brook Furniture with any special requests.*

WESTMORE AMENITIES

- Outdoor swimming pool
- Basketball courts and children’s playground
- 24-hour emergency maintenance service
- Professional and courteous staff to assist you with all your needs
- Package acceptance in the leasing office
- Incoming and outgoing fax service
- Resident activities

I/We agree to all of the above terms and conditions and hereby acknowledge that I/we are responsible upon the day of move-in to inspect the assigned apartment to verify that all items indicated on the inventory slip are present and in working order. I understand that I am to notify management immediately of any items are not present or any items do not work upon move-in. All other terms outlined in the lease as well as all community rules including parking, patio/balcony, pool, fitness center, etc. will be present with the lease at time of move in for signature. Please ask your agent if you would like to see the additional paperwork in advance of submitting an application.

Leaseholder Date

Leaseholder Date

Westmore Representative Date