

**PNJ Management, LLC
Ridgewood Apartments
155 Westtown Way C103
West Chester, PA 19382
Office 484-639-4949
Fax 610-696-2131**

Application Process

1. Completely fill out the rental application and drop off or return by mail to the above address as soon as possible after completion. A separate application must be filled out by each individual 18 and over who will be residing in the apartment.
2. **Two separate checks, made payable to Ridgewood Apartments, LP**, must be included with your completed application. Cash will not be accepted.

1st check - \$35.00 per person non-refundable application fee. Out of state residents may be subject to an additional processing fee.

2nd check - \$100 refundable deposit.
This amount will be used to hold your apartment, and will be credited towards your first month's rent.
3. Should your application be denied, your deposit is refundable.
4. Include a clear and legible copy of your driver's license or other government issued photo id, and social security card.
5. Include a copy of your three most recent pay stubs or other proof of income.
6. To ensure prompt and accurate processing, please fill out your application completely, include all required copies, and make sure to sign and date page 2 when you are finished.

Please feel free to contact our office with any questions or concerns you may have. A copy of the criteria used for determining eligibility is available upon request.

PNJ Management, LLC

Ridgewood Apartments, LP

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Ridgewood Apartments, LC processes all applications and all units are shown and made available without respect to race, color, sex, religion, national origin, familial status, or handicap.

