

PAN AM EQUITIES, INC.

UPGRADES/TRANSFER POLICY

If there are any requests of upgrades/transfers to current or pre-existing tenants we may require the following:

- \$500.00 Processing Fee
- Online applications required for all new Tenant(s)/Guarantor(s) for the unit (this will include a background & credit check)
 - \$120.00/person fee
 - Letter of Employment on company letterhead stating: Position, Annual Salary, and a contact to verify the employment (must be dated within 30 days)
 - Two most recent Pay Stubs
 - If Self Employed:
 - Two Most recent Tax Returns and a letter from a CPA confirming filing of said returns
 - 1 Most recent Bank Statement
 - Copy of ID

Once the completed application receives an **APPROVED** and leases are generated, you will be required to provide:

- 1 Month Rent for the new unit
- 1 Month Security for the new unit
 - We do not transfer security deposits over, and the security held for the current unit will be returned in accordance to the lease.

PLEASE NOTE WE DO NOT OFFER CONCESSIONS OR INCENTIVES TO CURRENT OR PRE-EXISTING TENANTS

**All requests are subject to final approval at the sole discretion of the Landlord.*

Thank you,
Sang Evers
Leasing Manger