



# THE JAMES

AT CHATHAM HILLS

Welcome to your next home! If you are applying with multiple applicants or roommates, please follow these simple steps to successfully link your portal applications together.

## APPLICATION INSTRUCTIONS

Only **ONE Administrative Fee** is due per household! Each applicant pays a **\$60 application fee**.

**1**

### Primary Application

The primary applicant submits their initial online application form and pays the admin fee.

**2**

### Receive Portal Link

Check the primary applicant's email inbox immediately for an automated confirmation message.

**3**

### Connect Co-Applicants

Forward the unique linkage URL from that message to all household members to sign up.

## EXAMPLE CONFIRMATION MESSAGE

**From:** The AppFolio Team <no-reply@appfolio.com>  
**Subject:** Application Submitted Successfully - 20021 Chatham Hills Dr

Hi Elizabeth,

You have successfully submitted your application to: **20021 Chatham Hills Dr, Westfield, IN 46074**

The James at Chatham Hills will review your application and contact you with any updates or next steps. Let your references know they may be contacted to help speed up the review process.

For questions contact The James at Chatham Hills at **(463) 388-9681**.

Share this link with co-applicants to connect your applications:

<https://appfol.io/1BxyO8AR>

Thank you,  
**The AppFolio Team**

### ALERT REFERENCES

Notify previous landlords and professional references so they can complete verifications instantly.

### GROUP PROCESSING

Our team cannot begin processing or hold a home until all co-applicant forms are connected and submitted.

#### ADDRESS

20021 Chatham Hills Dr  
Westfield, IN 46074

#### PHONE

(463) 388-9681

#### EMAIL

thejames@capitalelevenmanagement.com thejamesatchathamhills.com

#### WEBSITE

### EQUAL HOUSING OPPORTUNITY

The James at Chatham Hills operates under and supports the Federal Fair Housing Act. We do not discriminate on the basis of race, color, religion, national origin, sex, handicap, or familial status.