



THE JAMES

AT CHATHAM HILLS



CO-APPLICANT APPLICATION INSTRUCTIONS

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.

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 next steps. For questions contact us at (463) 261-1525. Share this link with co-applicants to connect your applications: <https://appfol.io/1BxyO8AR>

ALERT REFERENCES

Notify previous landlords and professional references ahead of time 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

CONTACT

Phone: 463-261-1525
thejames@capitalelevenmanagement.com

WEBSITE

thejamesatchathamhills.com



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