

HOW TO RENT ONE OF OUR APARTMENTS

NOW ACCEPTING APPLICATIONS

WE WILL BEGIN SIGNING LEASES MONDAY, JANUARY 14, 2008

1. First, get your group together. Make sure everyone is in agreement and committed. Make sure you have discussed the matter with your parents, and the roommates you have chosen are people you get along with. You will need a parent to guarantee the lease. Once you have paid your deposit and the lease is signed, it is a binding contract.
2. Each person in your group must fill out a rental application and the third party guarantee. **ONE APPLICATION AND ONE THIRD PARTY GUARANTEE PER PERSON.** Applications and 3rd party guarantee forms may be obtained at the office or you can print them off our website. Parents may also view the website, print the 3rd party guarantor form, sign and fax to you to be submitted with your application. **Each application must be submitted with the completed and signed third party guarantee and copy of guarantor's driver's license or they will not be processed.** Turn full set of completed applications and third party guarantees to the office, use the mail slot in the door if no one is there. **We will not process your applications until we receive a full set.**
3. Leases are from June 26th, 2008 through June 12th, 2009 of the following year. Any lessee showing proof of summer school registration may move in on Sunday the 22nd at 9:00 am.
4. All the names of all the tenants will appear on one lease and must be signed by all lessees. Thus you will be jointly and severally responsible for the apartment. When you sign the lease your third party guarantee becomes binding and will be in full force.
5. We require **FIRST MONTH'S RENT AND SECURITY DEPOSIT.** Security deposit is equal to two month's rent.
6. Timetable for applications, deposits, etc., are as follows:
 - A. When your applications are approved an appointment will be made for your group to sign the lease. Separate checks are acceptable for the Security Deposit. **The full security deposit is due at the time you sign the lease.**
 - B. First month's rent will be set up on a payment schedule at the time you sign the lease and pay the deposit. First month's rent is due on or before May 20, 2008. Only one check will be accepted for rent.
7. Appointments to sign a lease must be done as soon as possible. We cannot hold apartments!! Appointments are usually scheduled within 24 hours.