



Rental Policy

Rental Tips

Renting an apartment can be a tedious and anxiety producing task. The solution is simple. Being armed with some basic information you can make the process easier.

Remember that when you rent you are making only a limited agreement. You will know in advance what you are getting, how long you will be there, and how much it will cost. You're not buying a house, getting married, or making a long -term commitment.

There are only four (4) variables in renting. A) Size B) Price C) Location D) Amenities. If you are willing to pay the price, you can have it all. If not, take the time in advance to consider where you are willing to compromise. For example, do you need a washer/dryer in the apartment? Will a coin op in the basement do? Can you live without central air? You decide, but give it some thought in advance.

Decide in advance what you want to pay per month in rent, and be honest with us about it. If you cannot spend more than \$750.00, don't look for or at \$1000.00 apartments. The reverse is also true. If you are really in the \$1000.00 range, don't spend your time looking at \$750.00 apartments. There are no \$1000.00 units available for \$750.00. Because of the volume of calls we take, there are times when we have to limit appointments. Please make sure you know what your price range is so that you do not waste your time seeing a unit you cannot afford; it is a very competitive market.



Decide in advance whether you want to live alone or with roommates. If there are two or more of you, plan time when you can both see apartments together. Many apartments have been lost because the “other” roommate was not there to say yes. For the same reason, if you need parental approval, please arrange an appointment that all of you can attend.

Residential leasing is a seasonal business. Even though apartments are available throughout the year, by far the largest selection is available from May 1st through September 1st. Estimates are that 90% of our rentals become available during this time. Not surprisingly, this is also the busiest time for our office to show apartments. If you see an apartment that seems to be a good value and meets your needs during the busy season, you need to understand that apartments this time of the year go quickly. If you don't take it when it's available, someone else will.

Be prepared to make a decision. The best way to do this is to be informed by reading our Frequently Asked Questions. I promise you that the ten minutes you spend on this will be helpful, and could save you hours or days of anguish and wasted time.

APPOINTMENTS

- Apartments are shown by appointment only.
- Because of the demand for appointments, applicants are limited to one appointment. Therefore it is important that you decide in advance what price range, features, etc. you are looking for.



- Because appointments are limited, we strongly suggest that interested parties take the time to visit the actual locations and approve them prior to scheduling an appointment

APARTMENT SHOWINGS

- Because of time constraints & concern for tenants' privacy, apartments are shown only once. Anyone who must approve or see the apartment must be present when it is shown.
- All clients must meet at the site and have confirmed the appointment with the agent.

APPLICATIONS AND FEES

- The application fee is \$50.00 per adult tenant. All adult tenants must fill out applications and be on the lease.
- The application fee for each co-signer is \$50.00. Co-signers must permanently reside in the United States.
- Application fees are not refundable.
- Applications are accepted, and apartments held only when all signed, completed applications, and all application fees are completed and paid online; a deposit equal to a full month's rent must be submitted to our office as well.



APPROVAL

- Approval or denial is based solely on applicants' credit history and background check, landlord references, and income verification. No decision is based on race, religion, national origin, age, sex, sexual preference, physical disability, or source of income.
- The property owner, not the agent, has final approval.

LEASE SIGNING

- All tenants and co-signers must have the lease signed and returned to our office within five business days of approval.
- Leases not signed within five days, may be declared as defaulted applications. In such cases, all deposits are forfeited by the applicants, and the apartment may be re-rented to other parties.
- It is the tenants' responsibility to secure the co-signers' signature within the specified time in each of the required areas.
- If not signed in our office THE SIGNATURE MUST BE NOTARIZED. If the signature is not notarized, it is not considered signed, and the tenants cannot move in. NO EXCEPTIONS CAN BE MADE.

FINAL PAYMENTS

- The final month rent, paid in advance, is due within five business days of approval, along with the return of the lease.



- The security deposit, (a full month rent), pet deposit, alarm registration fees, etc. are due the day of move in.
- ALL OF THESE PAYMENTS MUST BE CERTIFIED CHECK, OR MONEY ORDER. NO PERSONAL CHECKS ARE ACCEPTED
- NO EXCEPTIONS CAN BE MADE.

MOVE IN

- You cannot move in unless you have complied with the terms listed above. Please do not ask for special consideration.
- NO EXCEPTIONS CAN BE MADE.