

Lease Process:

Fill out application on website--- under location put which unit and bedroom you would like to stay in---- at least 1 parent must be on the application with student – the student and the parent must have a different email address

Once we receive the application, we send out the lease. The lease will go to the student at their e-mail address and the parent at their e-mail address. Everyone will sign the Lease electronically. (e-Siganture). You will sign the lease online, DO NOT FORWARD the Lease to the parent(s) and DO NOT PRINT the lease and sign it

After everyone signs the lease, we will receive the lease back and then the owner signs. Once the owners signs the parent(s) and the student each will then receive an email with a completed copy of the lease which you then can print out. You will also get instructions about signing up for the Tenant Portal.

The Tenant Portal is used for several different things. 1st this is where your payments can be made; If you use a checking account there is no extra fees, if you use a credit card there is a 3.25% extra fee added on to the amount being paid.

2nd use of the Tenant Portal is contacting maintenance after move in.

The 1st Installment Payment, Processing/Application Fee & Security Deposit will be due at the signing of the lease.

The 2nd Installment payment then will not be due until June 1st

The 3rd Installment payment will be due July 1st

The 4th Installment will be due August 1st.

The 1st of 9 installments for your Utilities will also start August 1st.

You will then continue making your installment payments for rent & Utilities until April 1st 2022

NOTE: EVERYONE is to be paid in full by April 1st. Unless other arrangements have been made prior to this date