



## **Waiting List Information: Three, Four and Five Bedroom Units**

We will begin accepting applications for our waiting list for our 3 to 5 bedroom units for the upcoming school year starting January 1, 2017. This waiting list includes most of our 3 - 5 bedroom houses and our 5 bedroom townhouses. Below are offered on the waiting list please visit the "Our Properties" link on our website for more information.

To be added to the waiting list, complete applications from everyone wishing to live in the unit must be turned into our office at the same time. Incomplete applications will not be accepted, **no exceptions**. Please follow the list of application requirements closely on the back of this page. The application fees are not charged until your group has been approved, viewed the unit and accept the unit.

Starting in February we will begin contacting our current tenants asking if they plan to renew or vacate. Once we know which units will be vacating, we will contact people on the waiting list in the order they were submitted.

**(NO LONGER ACCEPTING APPLICATIONS FOR WAITING LIST)**

## **All Other Units**

Please visit our "Vacancy List" located on our website under the "Vacancy List Download" link. If you would like to be added to our email notification list to be notified when we add units to our vacancy list, please contact our office.

As leases come to an end, we will contact the current tenants and ask if they plan to vacate or renew. Once we know they plan to vacate, we will add the unit to the vacancy list. If they are on a month-to-month rental agreement, we will not know they are vacating until we have received a 30-day notice. After we receive a 30-day notice, the unit is listed on the vacancy list.

We do not charge the application fee until **after** you have been approved, viewed the inside of the unit and decided to accept the unit. Please take note of the date on the right hand side of each unit's description on the vacancy list. This is the date the current tenant plans to vacate, not the ready date. The ready date will not be determined until after we have inspected the unit and scheduled all of the work to be done. Our goal is to get the units ready for move in as quickly as possible.

To apply please follow the application requirements closely listed on the back of this page. We only accept complete applications for units listed on our vacancy list. You can only apply for one unit at a time. We are able to transfer your application at any time, as long as the maximum number of applications have not been accepted. Please call or email our office to get the status of pending applications on units.



**Requirements for a complete application:**

Rental Applications, Co-Signer Applications and the Rental Criteria can be found on our website under the "Print Forms" link or at our office.

1. Valid Photo ID
2. A complete and accurate rental application from everyone over the age of 18 who will reside in the unit.
3. Two (2) years of good, verifiable rental history. Dorms, fraternities, sororities and relatives do not count as rental history.
4. Good credit history
5. Proof of sufficient income, must be a combined total of roughly 3 times the rent

Attach all that apply to your application, even if you have a co-signer:

- Most recent pay stub OR most recent 3 months of bank statements
- Proof of Financial Aid /Scholarships/GI Bill/HUD Worksheet/SSI/ Etc.

6. A complete and accurate cosigner application

The co-signer must provide proof of their income, attach all that apply:

- Most recent pay stub, and/or
- Most recent 3 months of bank statement
- Most recent W-2

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You will need a co-signer if you do not have one or all of the following:

1. Two (2) years of rental history
2. No credit history
3. You do not have sufficient income

Important: Your application will not be accepted until we have received ALL complete applications from the entire group. Turn in all applications (rental applications and co-signer applications) with attached proof of income at the same time.

**The \$35.00 Application fee is not charged until you have been approved, viewed the unit and have accepted the unit.**