

## PRELEASING POLICY

If you are interested in reserving an apartment please follow these easy steps outlined below and your space will be guaranteed.

1. Fill out an application for rental on line pay your \$100 nonrefundable fee. It may be necessary for you to obtain a Lease Guarantor. There is no additional fee for the Lease Guarantee form. This form **MUST BE NOTARIZED**.
2. Once you have been approved you will receive an invitation to join the Tenant portal and pay your deposit of \$150.00 (\$250 for a two bedroom).
3. You will be notified of your apartment # no later than 30 days prior to your move in date. Once your apartment has been assigned you will receive your lease through the portal to sign.
4. One week before you move in, you will need to contact the Utility companies to have the utilities transferred into your name as of your move in date.
5. On your move in day you will need to pay any rent owed for that month and provide letters of confirmation of service transfer from the utility companies. Keys will be provided at this time.

Please understand that this is not a waiting list. Your apartment is guaranteed.

**DEPOSITS ARE NOT REFUNDABLE DUE TO CANCELLATION.**

**We look forward to reserving your apartment!**