

University Manors, Ltd.

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www.universitymanors.com

LEASING CHECKLIST

PLEASE READ If *any* of the required items listed below are missing the paperwork will not be accepted and the rental property and deposit may be forfeited. All lease paperwork must be turned in together at the same time for each property. Please note that **incomplete paperwork will NOT be accepted.**

Lease Return Date: _____ Security Deposit still owed: _____

1. _____ **PROOF OF IDENTITY**~ Copies of BOTH the tenant's and co-signer's driver's licenses are required. Each tenant and their co-signer need to place their copies on the same page (cut and paste if you need to). International students must provide a copy of their USA VISA.
2. _____ **LEASE (including all addendums/exhibits)** ~ All tenants must turn in one lease per person signed by both tenant and co-signer signed in blue or black ink. Every tenant receives 2 copies of the lease, one to turn in and the other to keep for your records. There is a \$5.00 charge for lease copies if you lose it and later need a replacement. If you would like your lease signed please bring it into the office at any time and someone will be happy to sign it for you.
3. _____ **APPLICATION**~ Applications must be completely filled out using blue or black ink.
4. _____ **TENANT INFORMATION FORM**~ Each tenant and their co-signer must read, initial, sign, and return the Tenant Information Form.
5. _____ **DEPOSIT**~ Have one check for the security deposit balance you owe. Make sure it is made payable to the appropriate company (UML, Campus Homes, Capital City, Falcon Properties, MGM Properties, NorthStar Properties, McMillen Properties, BRG Properties etc.)
6. _____ **SCHEDULE AN APPOINTMENT**~ to turn in all of your paperwork. You **MUST** schedule an appointment to turn in your paperwork.

If you have questions please contact Kelly, the Leasing Manager, as soon as possible.
Kelly@universitymanors.com

PAPERWORK CANNOT BE FAXED/SCANNED!
ORIGINAL COPIES ONLY PLEASE!