

UML Tenant Information Form

Address

Each resident and their co-signer are required to initial each line and then both must sign their name at the bottom of this form in acknowledgement of this information.

1. I understand there is no early move-in for my apartment/house. I will not contact the office prior to my scheduled move-in day asking to move in early. If the apartment/house opens early I understand UML will contact me. _____

2. I understand UML does not have floor plans or window measurements on file. I will need to contact the office to get the current resident's information to make arrangements to get those measurements if I need them. I understand I must do this by May 29th 2015 otherwise the office will not release the current resident's contact information to me. _____

3. I understand that all lease/roommate changes MUST be completed by May 29th 2015 at the latest for the 2015-2016 lease term. I understand changes to the lease will not be permitted after this time and any changing of roommates will be arranged by myself and/or my roommates. Copies of any sublet contracts, including all contact information for the person subleasing, will be dropped off to the office no later than July 1st 2015.

4. I understand that my roommates and I must show proof of renter's insurance, in hand, on move-in day in order to get our house keys. I understand this is a requirement of my lease agreement and will make arrangements to have proof of insurance (either a copy of my policy or a letter from my agent stating I am covered and the landlord/company is listed as an additional insured). I also understand I am not to fax, email or mail this information to the office. I further understand that should I sublet to someone I am still responsible for furnishing and maintaining a renter's insurance policy for the house/apartment as I am still the legal lease holder. _____

5. I understand that if I am a current UML tenant it is my responsibility to contact Molli (Molli@universitymanors.com) by April 1st 2015 to discuss the possibility of transferring apartments. _____

Tenant Name (print)

Tenant Signature

Date

Co-signer Name (print)

Co-signer Signature

Date