

## **House Leasing for 2019-2020**

Attention House Residents, Tenants of Roland Realty, and Prospective Tenants:

We have started to receive inquiries regarding house rentals for the 2019-2020 leasing year, and I'm writing to communicate how the process works. Understanding the information, choosing an organized house liaison, and meeting the deadlines will help to make a smooth leasing process.

## **Two Important Aspects of House Leasing to Understand**

### **New Applicants/Non-Pass downs**

1. The first date and time to be aware of is **10am on Friday August 3rd, 2018**. This is the date anyone can "get in line" for any house. This means if your group is first to have all lease applications and fees (\$20.00/person) turned in for any given house, your group will have priority leasing, **only if the current tenants do not pass down the house.** One person can drop them off for the entire group. All applications and money must be turned in to be an official submission.

### **Pass Downs/Future Groups**

2. Current house residents will receive a hand delivered renewal notice on Friday August 17<sup>th</sup>, 2018 – give this to the group you are passing down to. They will then need to turn this in by **3:00 pm on Friday August 31<sup>st</sup>, 2018**. At this date/time, the renewal notice, all lease applications, and fees must be in our possession or the house will go to the next group in line. **Make sure to get this information to your next group so they can get organized.**

## **Important Dates:**

- August 3<sup>rd</sup>, 2018 – Turn in applications to request specific houses/"get in line"
- August 17<sup>th</sup>, 2018 – Renewal notices delivered to current house residents
- August 31<sup>st</sup>, 2018 – Deadline to pass down the house (All documents turned in)
- September 4<sup>th</sup>, 2018. Find out if new group got house. Offers made to the house liaison.
- September 7<sup>th</sup>, 2018—Deadline to schedule a signing appointment (Pass downs)
- September 14<sup>th</sup>, 2018—Deadline to sign future house. All tenants present (Pass downs)

### **Other Important Information, answers, and details:**

- The lease application form is attached. You may also pick them up at our office or you can download them from our website.
- Turn the lease applications in as one packet or group. Not everyone has to physically be there, but all lease applications do. Be organized.
- Choose a house liaison that is responsible and organized. The liaison will be our first point of contact. This should be the most organized person in your group.
- The lease application fee is \$20.00 per person and must be turned in with the lease application to be accepted. This can be cash or check and is non-refundable.
- We encourage all groups to pass down their houses in order to have a great place to visit after they have graduated. This includes student organizations, clubs, sports teams, frats/sororities, friends, people from work, etc.
- New groups can and should list multiple houses with their packet of applications because many houses will be passed down. Remember, pass downs have the priority.
- Large groups may have preference on houses with shared common space.
- **APPLICANTS:** Once you have chosen an available house you will have 12 hours to schedule a signing appointment. If the house is not signed for within 48 hours it will go back on the market and will be offered to next groups in line.
- **PASS DOWNS:** You will have until Friday September 7<sup>th</sup>, 2018 to schedule a signing appointment. You and your group will then have until Friday September 14<sup>th</sup>, 2018 to sign your lease.
- Signing appointments for houses are available **during the week from 8 AM to 8 PM** and on **Saturdays from 12 PM to 4 PM**. We are very flexible as to when we come in because we understand the difficulty of organizing such large groups. **Communication with our staff is crucial throughout this process.**
- The security deposit is an amount equivalent to one month's rent. The **deposit is due at lease signing. We accept debit card, credit card (no Amex), cash, check, and money order.**
- On September 4<sup>th</sup>, 2018 Roland Realty will know which houses were not passed down. We will give tours to interested groups after this date. Prior to September 4<sup>th</sup>, 2018 you are encouraged to tour the houses on your own. Please be respectful at all times.
- Sample house leases are available at the Roland Realty office at 901 S. First and on our website.