

House Leasing for 2020-2021

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

We have started to receive inquiries regarding house rentals for the 2020-2021 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 2nd, 2019**. 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 16th, 2019 – 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 30th, 2019**. 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 2nd, 2019 – Turn in applications to request specific houses/"get in line"
- August 16th, 2019 – Renewal notices delivered to current house residents
- August 30th, 2019 – Deadline to pass down the house (All documents turned in)
- September 3rd, 2019. Find out if new group got house. Offers made to the house liaison.
- September 6th, 2019—Deadline to schedule a signing appointment (Pass downs)
- September 13th, 2019—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 24 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 6th, 2019 to schedule a signing appointment. You and your group will then have until Friday September 13th, 2019 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 installment of rent. The **deposit is due at lease signing. We accept debit card, credit card (no Amex), cash, check, and money order.**
- On September 3rd, 2019 Roland Realty will know which houses were not passed down. We will give tours to interested groups after this date. Prior to September 3rd, 2019 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.