

## **House Leasing for 2022-2023**

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

We have started to receive inquiries regarding house rentals for the 2022-2023 leasing year, and I am 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 August 2<sup>nd</sup>, 2021**. 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 (\$30.00/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 August 13<sup>th</sup>, 2021 – give this to the group you are passing down to. They will then need to turn this in by **5:00 pm on August 27<sup>th</sup>, 2021**. 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 2<sup>nd</sup>, 2021–Turn in applications to request specific houses/ “get in line.”
- August 13<sup>th</sup>, 2021–Renewal notices delivered to current house residents.
- August 27<sup>th</sup>, 2021–Deadline to pass down the house (All documents turned in)
- August 30<sup>th</sup>, 2021–Find out if new group got house. (New Applicants).
- September 6<sup>th</sup>, 2021—Deadline to schedule a signing appointment (Pass downs)
- September 10<sup>th</sup>, 2021—Deadline to sign future house. All tenants present (Pass downs)

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

- **PASS DOWNS:** You will have until September 6<sup>th</sup>, 2021, to schedule a signing appointment. You and your group will then have until September 10<sup>th</sup>, 2021, to sign your lease.
- 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 \$30.00 per person and must be turned in with the lease application to be accepted. **This can be cash or check and is non-refundable.**
- **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.
- 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.
- On August 30<sup>th</sup>, 2021, Roland Realty will know which houses were not passed down. We will give tours to interested groups after this date. Prior to August 30<sup>th</sup>, 2021, you are encouraged to tour the houses on your own. **3D tours are available for many of our houses.**
- **DOUBLES:** Doubling up is allowed; however, we limit it to 1 double per 3.5 beds. (i.e., 7 bed houses can have 2 extra tenants for a total of 9 people in house).
- **GROUP RATES:** This applies for BEDS SIGNED and not people signing. This must be the SAME social group. No exceptions:
  - Receive \$15/off per bed for 16 – 30 beds signed.
  - Receive \$25/off per bed for 31 – 40 beds signed.
  - Receive \$35/off per bed for 41+ beds signed.
- Signing appointments for houses are available **during the week from 9 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.** DocuSign (remote) signings can be arranged as well.
- 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, cash, check, and money order.**
- Sample house leases are available at the Roland Realty office at 901 S. First and on our website.