



## How to Rent a Property

### FIRST STEPS

1 Talk to your parents/guardians and make them aware of your interest to live off-campus

2 In mid September visit our website [wcoch.com](http://wcoch.com) to view our units. Make a list of units you are considering

- Not all of our units will be available as we do have renewals

3 Come to our office and fill out the property request form. Be prepared:

- How many people do you plan to live with?
- What is your budget per month?
- Make a list of units your group would like to tour

We use this information to try and find suitable matches

### SELECTING A UNIT

4 Early October, we will have a good idea of our unit inventory. Revisit our website or stop in the office to see our available units and pricing

5 You may call to schedule an appointment to tour two units, if they are available. But first

- Find common times for all potential roommates before scheduling
- Everyone must be present at the tour
- Tours will take approximately 30 minutes to view two units. Staff will meet you at a specific unit

### APPLYING FOR A UNIT

6 After touring the unit, you will receive the login information for access to the application and lease. Read the lease and fill out the application with your parent/guardian

7 Choose one responsible person from your group as the main contact. The main contact for the entire group must hand in the following for each resident:

- An application
- Government issued IDs (school ID is not acceptable)
- \$150.00 non-refundable application fee

- All potential residents must complete an application
- \$150.00 Application fee is non-refundable

- The application is not part of your security deposit

ALL applications must be turned in with application fees and copies of each resident's driver's license in order to reserve the unit

### LEASE

8 Once all applications are received, we will present you with a lease for completion

- You have a maximum of 7 days to complete the signatures by all residents and their respective financial guarantor
- Failure to return the lease within 7 days will result in losing your reservation of the unit
- You must turn in your security deposit with your signed lease

We look forward to having you as a resident