



## How to Rent a Property Lease 2016-2017

### FIRST STEPS

- 1 Talk to your parents/guardians and make them aware of your interest to live off-campus
- 2 Fill out the property request form in September
  - How many people do you plan to live with?
  - What is your budget per month?
- 3 Visit our website [wcoch.com](http://wcoch.com) to view our units
- 4 Make a "wish list" of units your group wants to tour... By mid- October units that are available will be displayed on our website (not all will be available...as we do have renewals)
- 5 If you don't hear back from us by mid-October, stop by our office!

### SELECTING A UNIT

- 6 By October 3rd, we have a good idea of our unit inventory. Revisit our website or stop in the office to see our available units and pricing
- 7 You may call to schedule an appointment to tour two units
  - Everyone must be present at the tour
  - Find common times of availability before scheduling
  - Tours will take approximately 30 minutes. Staff will meet you at the unit

### APPLYING FOR A UNIT

- 8 After viewing the unit, if your group is interested call the office for login information to the application
- 9 Read the lease and fill out the application

All potential residents must complete an application

\$150.00 Application fee is nonrefundable

The application is not part of your security deposit

An application will not "hold" a unit. ALL applications are turned in with application fees and copies of a driver's licenses provided as a group

- 10 Choose one responsible person from your group as the main contact. The main contact must hand in the following for each person...
  - An application for each person in your group
  - Government issued IDs (school ID is not acceptable) for each person in your group
  - \$150.00 application fee for each person in your group

### LEASE

- 11 Once all applications are received, we will give you a lease packet for completion
  - We will hold the unit for one week while awaiting your lease completion
- 12 When you receive your lease packet, you have a maximum of 7 days to have it completely signed by all tenants and their respective guarantor. Failure to return the lease within seven days will result in losing reservation of the unit
- 13 You must turn in your security deposit with your signed lease

