

APPLICATION AND ACCEPTANCE PROCEDURES

MRK Management, LLC

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FIRST: PLEASE MAKE SURE THAT EVERYONE IN YOUR GROUP WANTS AND CAN AFFORD THE HOUSE YOU CHOOSE.

APPLICATION PROCEDURES:

- There is a **non-refundable \$100.00** application fee per person, **\$70.00 of which will be credited when the lease is signed.** All members of the group must submit an application.
- Please list all employer and two (2) personal reference with the name and phone number of a contact person.
- Please do not put down peers as references. List people who have observed you in positions of responsibility.
- No pets/No smokers.
- Each person must individually qualify for housing. Disqualification of one member of the group results in the disqualification of the entire group.
- Any misrepresentation in the application will result in immediate disqualification.
- Problems with noise, parties, rental history will typically result in disqualification.
- We will provide a copy of the lease and tenant rules for review when you submit the application. Have all questions answered prior to the lease signing. Have someone else review the lease so that you know your rights and obligations,
- Rent is paid by the semester.
- Security deposits are one and one-half (1 ½) times the discounted rent.
- Non-refundable cleaning fees are required for each property.

LEASING PROCEDURES:

- We will notify you when your rental applications are approved.
- Within **two days** of acceptance, you must arrange to meet and sign the lease. If you have not met within that time period, we will offer the property to the next group.
- All members of the group must be present to sign the lease. Please set aside approximately one hour to complete the lease.
- One half the non-refundable lease reservation fee (equivalent to the security deposit) is due at lease signing. The balance is due within two weeks of lease signing. If the lease-reservation fee is not paid by the deadline, the first half is forfeited. This fee is credited toward your security deposit as soon as you move into the house.

IMPORTANT

BEFORE YOU SUBMIT AN APPLICATION, please contact us at to learn the ASSOCIATED RENTAL COSTS for your specific house. We'll send you all the information you need to make an informed decision.