

## **Lease Application Instructions:**

***If you're interested in renting one of our properties, please do the following:***

- 1. Download the forms from CvilleApartments.com.**  
On our website, in the menu bar under *Prospective Tenants*, open the *Lease Agreement* and save it to your computer. Then, open and save the *Residential Lease Guaranty*. To enter information into each form, click in the small gray box by each question.
- 2. Review and Complete the Lease Agreement.**  
Open the saved *Lease Agreement* and have each roommate enter the required information on the *Signature Page*. Alternatively, each of you could enter your information and email the Lease to the next roommate until everyone has entered his or her information.
- 3. Read and Fill out the Residential Lease Guaranty.**  
Forward a link to our website to your parents. Have them download the *Residential Lease Guaranty* and fill it out. When finished, save the completed Guaranty with a *modified file name* and compile all completed Guarantees.
- 4. Email us the completed paperwork.**  
When everything is complete, have one person email everything to us as an attachment to [info@CvilleApartments.com](mailto:info@CvilleApartments.com).

***Very Important:***

- 1. Application Only.** *Completing and submitting the Leasing Application Package does not guarantee you a residence and does not obligate either party in any way. If you decide not to lease from us, or if you are not offered the residence of your choice, your information will be securely erased.*
- 2. Incomplete Applications.** Partial groups and incomplete paperwork will not be considered. For example, if you want to rent a four-bedroom apartment, you need at least 4 people; if you want an eight-bedroom house, you need at least 8 people. Each group member must have completed and signed the *Lease* and provided us with a *Residential Lease Guaranty* from their parents.
- 3. Availability.** Once we know our residential availabilities in early October, after the Lease Renewal Deadline, we'll email each group on the Waitlist with our availabilities and ask for their selection. After making a selection, or if none of the availabilities are acceptable, we will offer our remaining residences to each sequential group on the Waitlist. Residences will be assigned in the order the completed Applications were received. We will also notify you when all properties have been leased.
- 4. Acceptance.** Once you have accepted a specific property you will be bound by the Lease Terms. Have each roommate write a check to Charlottesville Apartments Management, LLC for \$500 for his or her Security Deposit. We can also accept electronic payments through the online system, *Rentler*, so if this is something you are interested in please let us know so we can establish a payment portal for you. Security Deposits for single bedroom apartments are equal to one month's rent. Your deposit will not be refunded if you later decide not to live in the property you accepted. However, if individuals in the group change, as new members take their place and submit the required paperwork and security deposits, the former members will have their money refunded.