

College Leasing Checklist

1. Application

- Found on our website www.tallahasseelegerentals.com under Tenant Application.
- **EACH** prospective tenant must apply and submit the application **ONLINE**. Please do not use your guarantor's information to fill in the blanks. If something does not apply to you, type in Non-Applicable (please type your cell # in the employer's phone # field).
- There is a **\$50 non-refundable application fee** that will be used to pay for both a credit and background check on the guarantor. We will not be able to finalize the application process unless we receive your payment.
- When you pay your application fee, please allow one business day to process.

2. Guarantor Form

- The guarantee of lease form is found on our website under Leasing Documents.
- This form must be filled out by the guarantor, notarized, and then emailed to us with a **picture of their driver's license**. (info@leparuloproperties.com)

3. Following up

- Please **DO NOT** call our office after you submit your forms, this will only delay the application process. If we are missing something from you, we will contact you. If one of your roommates is missing something, we will contact them.

4. Leasing Appointment

- Leasing appointments will not be made unless the following has been turned in by **EACH** prospective tenant:
 - Application
 - \$50.00 Application Fee
 - Guarantor Form
 - Guarantors Driver's License
- There is only one way to hold a property, and that is by making a leasing appointment. However, we will not make a leasing appointment unless **EVERYONE'S** paper work has been submitted and has been approved. No exceptions.
- **The office manager will contact you and your roommates to schedule a leasing appointment.** Please make sure that by the time she/he calls, you and your roommates know whether you want to be on separate leases or on a joint and several lease.

Separate:

- Each tenant has his/her own lease.
- Only responsible to pay his/her own rent. Payments must be made **separately**.
- One time \$200 non-refundable separate lease fee due at signing. (Cashier's Checks Only)

Joint and Several:

- Leparulo Properties will only accept **one check** every month. Everyone is responsible for paying the total amount of rent due.
- No Fee.