



The Leasing Process:

1. All applications must be completed and turned in.
2. Before you sign a lease with us, inform your parents that they need to read our lease and fill out the parent lease guaranty form, then sign and have the document notarized. If they have any questions have them call us at 812-330-4108.
3. We will look over your applications and once your applications are approved we will notify you to schedule your leasing appointment.
4. If you do not set up an appointment or miss your lease signing appointment and others are interested, they become priority.
5. All tenants must be present at lease signing and pay the security deposit. Rent is paid in 12 equal installments with the first (#1) and last (#12) installments due on August 1. Security deposits must be paid with check, cashiers check or money order.

Lease Highlights:

1. At lease signing you will be given a move-in day and time. You cannot move in early.
2. What is taken out of your security deposit? We take out what the companies charge us for cleaning, hauling of trash, unpaid utility bills, carpet cleaning, unpaid rent, late fees, unreturned keys, and any damage to the property beyond normal wear and tear.
3. Rent is to be paid in full with one check, cashiers check, or money order by the 1st of each month. If it is not in by the 3rd, it is late. The late fee is \$50.00 and if it is not paid by the 7th of the month, there is an additional \$10.00 a day charge until it is paid. The bounced check fee is \$50.00 and must be repaid with a money order or cashiers check. A bounced check means your rent is considered late.
4. At the beginning of your lease you may compile a list of necessary maintenance repairs and turn it into the office. "What is an emergency maintenance?" Water leaks, no heat, a power outage or if all toilets are clogged. Only call the emergency number if it is truly an emergency, other use the maintenance request form on the website.
(www.mystation11.com)
5. Everyone is responsible for his or her own key fob, which must be returned at the end of the lease. Unreturned key fobs will result in a \$30 replacement charge.
6. Pets are NOT ALLOWED. Any pets found on site will result in a fine and or possible eviction due to defaulting on your lease.
7. **Tenants are responsible for their guests.** Any damage incurred by guests is the responsibility of the tenants. If damage is done, the tenants will be charged.
8. **We strongly recommend and encourage getting renter's insurance.**
9. **Please don't use sticky stuff or tape on the walls.**