

LEASING PROCESS



STEP ONE

APPLICATION APPROVED

Your Leasing Consultant will contact you with application results and introduce you via email to the Property Concierge, who will assist you with move in details



STEP TWO

SECURITY DEPOSITS

Your security deposit will be due within one week of the application approval, payable via money order or bank certified check.



STEP THREE

ANIMAL APPROVAL

Animal approval requires a photo and pet visit within one week of application approval.



STEP FOUR

UTILITY PROVIDERS & PROOF OF INSURANCE

Future resident are responsible to contact utility providers prior to move in to obtain pending account numbers for new service. Additionally, proof of renter's insurance coverage for the new home is required at lease signing.



STEP FIVE

LEASE SIGNING DAY

Set an appointment, allowing 30min - 1 hour for lease and addendum signing.

Utility service transfer will also be verified.

CHECK LIST

- Paid Security Deposit due within 7 days of application
- Pet Visit/Photo within 7 days of application, where applicable
- Utility Account Set Up, obtain account numbers for new service starting on move in day
 - _____ (Gas acct number, if applicable)
 - _____ (Electric acct number)
 - _____ (Water/Sewer acct number, if applicable)
- Provide proof of renter's insurance
- Scheduled Lease Signing/Move In Appointment
 - Appointment Date _____ Appointment Time _____
- Prepared move in monies and completed utility set up for move in appointment

You've completed all the steps. It's time to move in and enjoy your new home!