

PROSPECTIVE TENANTS CHECK LIST

Thank you for your interest in leasing one of my rental units for student housing. Enclosed please find the lease agreement, the town addendum, a tenant information form and parental guarantee forms.

The following requirements must be **totally satisfied** in a timely manner in order for your group to move into the rental unit. (or even reserve the unit)

- _____ Lease Agreement – This is a six-page document that must be signed by **all tenants** residing in the rental unit. Initial each page at the bottom where indicated
- _____ Town Addendum – This is a three-page document that must be signed by **all tenants** residing in the rental unit.
- _____ Tenant Info Form – Each tenant must **completely** provide the required personal information, which is kept in a confidential file, and accessed in case of emergency.
- _____ Reservation Deposit – **Each tenant** must provide \$400.00 . This reservation deposit will become a security deposit upon occupancy. Checks should be made payable to: [Dan Slotterback]
- _____ The lease agreement, town addendum, tenant info form and security deposit checks must be returned **within 5 days** of receiving this packet.
- _____ Parental Agreement – Each tenant must submit a form signed by **both** parents. If a second parent is unable to sign, this must be indicated on the form (deceased, divorced, etc). Forms must be returned **within 30 days**.

The replacement form (usually page 2 on parental agreement) is only necessary when there is a change in the tenancy. (ie: one person leaves and someone takes their place).

The finished packet (ready to return) can be mailed to me at P.O. Box 632, Bloomsburg PA 17815

To give me an update or if you have any questions please feel to contact me via e-mail:
dan@bloomproperties.net

Important dates to remember:

- _____ July 1st – Head Tax of \$38.00 per student due.
- _____ July 1st – Fall rent due
- _____ Dec 1st - Spring rent due