

M I D T O W N L O F T S

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 guaranty form which is on our website. If they have any questions have them call us, (812) 327-0800.
3. We will look over your applications and once your applications are approved we will call you. You must then call to set up a lease signing 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 should see the property before an appointment is made for lease signing.
6. **All tenants must be present at lease signing and pay the security deposit plus 1 installment of rent** The 2nd rent installment is not due until September 1st, 2008. Rent is paid in 12 installments. Security deposit and rent must be paid with check, cashiers check or money order.

Lease Highlights for MIDTOWN LOFTS:

1. Leases are joint and several, so get your parent guaranty forms in.
2. **All leases begin at 3:00pm** on your move-in date.
3. **What is taken out of your security deposit?** What we are charged 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.
4. **Rent is to be paid in full with one check, or all checks in one envelope 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 die 7th, there is an additional \$5.00 a day charge until it is paid. The bounced check fee is \$30.00, and must be repaid with a money order or cashiers check. A bounced check means your rent is considered late.
5. At the beginning of your lease you may compile a list of necessary maintenance repairs and turn it into the office. "What is 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, otherwise use the regular maintenance number.
6. Everyone is responsible for their own key which must be returned at the end of the lease.
7. You must initial the lease for a pet and pay a nonrefundable fee of \$200.00 at lease signing, plus a monthly fee depending on the pet. Do not lie; there is a charge if we find out that you have a pet that isn't paid for.
8. **Tenants are responsible for guests.** If you live in an apartment the carpet in the common areas is the tenants' responsibility. If damage is done, the tenants will be charged.
9. **We strongly recommend and encourage getting renter's insurance.**
10. Don't use sticky stuff or tape on the walls.