

## **RENTAL CHECKLIST UNIVERSITY TOWNHOME**

Please use the below checklist to complete the application and leasing process. If the below steps are completed the rental process will go quickly and smoothly.

### **STEP 1**

Complete and return the RENTAL APPLICATION with your security deposit made out to DelRosa Properties, LLC. Personal checks, money orders or cashier checks are the only form of payment accepted. All tenants of the unit must complete this step of filling out the rental application and sending in the security deposit.

### **STEP 2**

You will receive a letter confirming the receipt of the above documents. In this letter you will be notified if your application has been accepted. In the event your application was not accepted or all documents were not received in a timely manner then all of your security deposits will be returned. The rental of your townhome will not be guaranteed until all individuals of your group have submitted a rental application and security deposit.

### **STEP 3**

You will be sent via the mail a Lease Agreement that will need to be completed and signed by Parents or Legal Guardian. You will have 14 days from receipt of the lease to have it signed and returned to DelRosa Properties.

### **STEP 4**

Upon receipt of your lease you will be sent a confirmation letter as well as a countersigned lease for your file.

The rental process is now complete!