



214 South Allen St.
State College, PA 16801

Phone: (814) 238-3153
Fax: (814) 238-8482
Email: NevinsInfo@Apt-SC.com

Rental Waitlist Agreement Instructions

The *Rental Waitlist Agreement* is used to assign spots to people interested in living in certain units / locations managed by Nevins Real Estate Management, LLC (NREM). We use a waitlist because we will not know which units are available for the **2018 / 2019** leasing season until **October 22nd, 2018**.

We pride ourselves on being fair to **ALL** who are interested in residing in our properties. To better your chances for securing your desired style of unit(s) / location(s) we highly recommend that you get on the rental waitlist as soon as this list becomes active. When applying on our waitlist we do not limit the number of units you can choose; however, they are assigned in numerical order based on what you tell us. To increase your chances of getting your desired unit we recommend that you provide us with multiple unit styles and locations that fit your search criteria.

How Do I get on the Rental Waitlist?

Rental Waitlist Agreements will be accepted on **Monday, October 8th, 2018** on a first-come basis. Important note: Your name / place on the waitlist does not guarantee you a first or second choice in a specific unit or type. However, we will work diligently to meet your requests based on unit availability. **Follow all 3 steps below to secure a place on the waitlist.**

- ❖ **Step 1 – Obtain a Copy of the Rental Waitlist Packet**
 - Please verify that the following forms are included with this packet:
 - **Rental Waitlist Instructions** (Document you are currently reading)
 - **Rental Waitlist Agreement**
 - **Rental Application**

- ❖ **Step 2 – Fill Out ALL Forms Included in the Rental Waitlist Instructions Packet**
 - **Rental Waitlist Agreement**
 - Form must be signed by **ALL** applicants, who expect to be on the lease.
 - **Rental Application**
 - Application is to be filled out by **ALL** applicants, who expect to be on the lease.

- ❖ **Step 3 – Return Paperwork and Rental Deposit to the Office**
 - When the Rental Application(s) has/have been filled out by applicant(s) and the Rental Waitlist Agreement has been signed, everything must be submitted back to the rental office. At the time your paperwork is submitted, a deposit totaling the full monthly rent for your first unit choice will be collected. We accept multiple forms of payment for the rental deposit. **WE DO NOT REQUIRE A SINGLE PAYMENT.** The deposit can be paid by any of the following:
 - Check – Payable to Nevins Real Estate Management, LLC
 - Money Order – Payable to Nevins Real Estate Management, LLC
 - Credit Card – ** A non-refundable 3% fee will be added to credit card transactions. **

***** EARLY BIRD SPECIAL *****

You are encouraged to take advantage of our *Early Bird Special*, if you want to increase your chances to secure one of our more popular units. To better assist you, we open a *temporary* online reservation portal on **Friday, October 5th, 2018** at **6:00pm (EST)** and close this portal on **Monday, October 8th at 9:00am**. This online reservation portal was designed to monitor the date and time people register for a unit so we can assign an accurate number to everyone on the waitlist. We use the reservation portal and numbering system to prevent long lines or people from camping out in front of the office. If you decide to register through the online reservation portal you will need to stop in to the office on the following Monday, October 8th by 1:00pm with everything needed to apply for a unit including the deposit, rental wait list agreement, applications, and reservation number. The link for the reservation can be accessed through our website

ApartmentsStateCollege.com

Thank you for your time, cooperation and interest in Nevins Real Estate properties. We look forward to assisting you with our rental waitlist process. Please contact us, if you have questions.

Rental Waitlist Agreement

I/We, the undersigned, understand that by signing below we are agreeing to enter in to a binding contract with Nevins Real Estate Management, LLC (NREM). Prior to signing this agreement the applicants are to have read the all terms and fully understand the procedures and dates associated to the *Rental Waitlist Agreement*.

- I. Resident(s) will submit a deposit equal to the monthly rent of your first choice in units. **NOTE: Payments will be cashed immediately and held in escrow. This deposit may not be applied to first or last month's rent.**
- II. If resident(s) is/are assigned an apartment other then their first choice a variance in deposit may occur. If there is a shortage in the deposit the additional funds must be paid by **November 16th, 2018**. If there is an overage in the deposit the difference will be refunded in a single check to the designated group leader.
- III. Resident(s) acknowledge that they have read a *sample* copy of the Residential Lease Contract and agree to the terms and conditions of the lease.
- IV. Resident(s) understand all units **MUST** maintain the minimum # of required residents on the lease per NREM guidelines unless prior approval is granted from Nevins Real Estate Management.
- V. Resident(s) understand all units have a **MAXIMUM** number of residents that are permitted in a unit and will ensure that the number does exceed NREM requirements.
- VI. Resident(s) understand that based on availability there may be minor differences between apartments of the same type. NREM staff may assign a unit to the Resident(s) that may vary slightly than what is shown on our floor plans or what was actually shown.
- VII. Resident(s) acknowledge that when submitting apartment preferences the selections are finalized and will stay in the order provided. You may not remove/change selections after choices have been submitted.
- VIII. NREM staff will notify Resident(s) on or before **Monday, October 22nd, 2018** to inform them if they were able to accommodate their housing request.
- IX. The landlord will refund the **ENTIRE** deposit, if the Landlord is unable to accommodate any of the choices the resident(s) made during their selection process. The refund to the Tenant(s) will be disbursed in a single check made payable to the designated group leader.
- X. Resident(s) has/have until **Friday, November 16th, 2018** to sign the rental contract and other necessary paperwork. **(PREFERRED MEHTHOD FOR THIS PROCESS IS BY A GROUP APPOINTEMNT)**
- XI. Qualification paperwork for the unit must be returned to the office no later than **Friday, December 7th, 2018** (i.e., Cosigner Information Form, cosigner signatures on the lease, etc.)

NOTE: By signing below you are committing to a binding contract with Nevins Real Estate Management, LLC. You understand that if a unit that you designate as being one of your choices does become available you are obligated to take that unit assigned to you. If you decide not to take the unit you will forfeit the **ENTIRE** security deposit.

_____ Signature	_____ Date
_____ Signature	_____ Date
_____ Signature	_____ Date
_____ Signature	_____ Date

_____ Signature	_____ Date
_____ Signature	_____ Date
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RENTAL APPLICATION

Date of Application: _____ Apartment Type OR Unit #: _____ Property: _____
 Name: _____ Date Of Birth: _____ Age: _____
 Street: _____ City/State/Zip: _____
 Phone #: (____) _____ E-mail Address: _____ Social Security #: _____
 PSU Student? Yes / No If Yes, a) Year Standing: _____ b) Anticipated Graduation Date: _____
 Fraternity/Sorority Member? Yes / No If Yes, What Fraternity/Sorority? _____
 Have you ever been? Circle your Answer - If "Yes" please explain on back
 Broken a lease? Y / N Been Evicted? Y / N Convicted of a felony? Y / N Filed for Bankruptcy? Y / N

Employed? Yes / No If Yes, Position/Title: _____ How long? _____ Wage: \$ _____ per
 Employer: _____ Supervisor: _____ Phone #: (____) _____
 Street: _____ City/State/Zip: _____

Current Living Arrangements? (Circle One) a) At Home b) On-Campus c) Off-Campus If off-campus then:
 Present Landlord: _____ Phone #: (____) _____
 How long? _____ Reason for leaving: _____

Rental Payment Methods? Indicate below how your rent will be paid – check all that apply
 Self Parent(s)/Guardian(s) Other: _____ Amount? _____ Per _____
 Financial Aid - Amount? _____ Per _____ Scholarship/Grant - Amount? _____ Per _____
 If you expect to receive a grant or scholarship, or checked "Other", please indicate the person we need to contact to verify this financial information:
 Name: _____ Phone #: _____

Roommates? Please print the names of the people you will be living with below
 1) _____ 3) _____ 5) _____
 2) _____ 4) _____ 6) _____

PARENT/GUARDIAN INFORMATION

Name: 1) _____ 2) _____
 Phone #: (Home) (____) _____ (Work) (____) _____ Email: _____
 Street: _____ City/State/Zip: _____

APPLICATION CONDITIONS

CONSUMER NOTICE: By signing this application, Applicant acknowledges that they have been informed that any Nevins Real Estate Management employees they have had contact with have been acting as direct employees of the owner/landlord.
 Applicant understands that any security deposit received will be cashed immediately. The security deposit will be held in escrow until the lease is terminated and the applicant vacates the apartment. Applicants may not apply this deposit towards rent. All applicants are required to have a co-signer. If either the applicant or cosigner fail to sign the lease when it is tendered to them, their security deposit will be forfeited and the apartment will become available for rent again. If applicants wish to cancel the lease prior to the start date they will forfeit the security deposit and the apartment will become available for rent again. Should the lease commence before the apartment is re-rented, applicants will be held responsible for the terms of the lease until the apartment is re-rented to other qualified applicants.
 I hereby warrant the information provided on this application is true and correct to the best of my knowledge and give Nevins Real Estate permission to obtain my credit report as well as verify any information provided on this application. I also authorize any past or present landlords, employers, or other references to release any facts necessary to verify this information.
 Applicants Signature: _____ Date: _____