

Application for Rental Unit(s) for the 2024-2025 term | www.UDstudentrentals.com

To be considered, all applications must be filled out completely (both **Tenant and Guarantor sections**) and include the following items:

- a copy of each applicant's driver's license and
- a copy of each applicant's unofficial transcript(s) from the internet (off UDSIS)

Application packets should be submitted and dropped off in a sealed envelope or a folder as a group, together with all documents to 175 South Main Street Newark, DE 19711

If an applicant is a freshman, proof of enrollment (such as a copy of class schedule) will suffice. Or if applicant is a transfer student, transcripts from their previous college/university will be satisfactory.

If applicant and/or Guarantor does not want to give their social security number, a copy of their driver's license will be sufficient.

Upon your confirmed lease signing appointment, there is a **\$50.00 non-refundable application fee per person** due at lease signing. There is no fee to simply apply for a unit.

All rents are paid **quarterly**, no overcrowding, and **each individual is required to have a Guarantor**. All units have a strict **no animal policy**. All leases are group leases, with all signing together as one collective Tenant.

All applications containing incomplete, incorrect, or false information will be rejected or deferred at Management's discretion.

Tenant Application: Please print **LEGIBLY**. *If we cannot read your writing, your application cannot be processed.*

Anticipated Graduation Year: 2025 _____ 2026 _____ 2027 _____ Grad Student _____ Not Enrolled _____

Rental Unit(s) or Complex(es) Requested _____

Applicant Name _____ Cell #: _____

Email Address _____ SS# _____

Current Major _____ CUM GPA _____

Currently living at/in: DORM RENTAL PROPERTY. HOME / WITH PARENTS OTHER

Current Address: _____

Reason for leaving this location: _____

Present Landlord/ R.A. _____ Landlord/RA's Phone Number _____

How did you hear about us (circle all that apply)? Our Website Google Previous Tenants Friends Bike Signs
Signs/Flyers around Campus Instagram Facebook Yard Signs Places4Students UCribs Other

Why do you want to live at this property? _____

Location Amenities Overall Layout/Room Size Financial Reasons/Cost of Rent Parking Availability

Are you a first time renter? NO YES Do you plan to have a car with you? NO YES

Do you understand that (1) Rent is paid quarterly (4x per year) (2) Each individual is required to have a Guarantor (3) All leases are group leases and (4) All units have a strict no animal policy No, I did not read above Yes, I understand

Have you applied to live with us previously? NO YES (When/Where) _____

Are you a member of a fraternity/sorority/sports team? NO Yes (Specify) _____

Have you been arrested before? NO YES (Date/Details) _____

Do you work part time? NO Yes - at _____

How long have you known the other applicants in your group? _____

Do you have any accommodations, needs or special requests we should know about? (ie: asthma, severe allergies, ADA access, service animals, etc.) NO Yes (Specify) _____

Application Continues on Next Page....

What are the names of the other applicants in your group? _____

Is there anything else we should know or consider when reviewing your application? _____

Guarantor Application: You may ask these questions of your Guarantor over the phone.

At lease signing, each Guarantor will be required to **provide copy of their drivers license and a signed, notarized Guarantor form** (provided to you with a copy of the lease, if your application is accepted).

Name _____ Cell #: _____

SS# _____ Relationship to Applicant _____

Present Address _____
Street city state zip

Email Address _____

Employment Status: Employed Full-Time Employed Part-Time Retired Unemployed Other

Employed By _____ Position _____

Employer's Address _____
street city state zip

Annual Income _____ Date Employed _____

Name of Supervisor _____ Phone _____

If there are other sources of income that you would like considered, please list the income source, amount and person (banker, employee, etc.) whom we would contact for further verification and confirmation: _____

PERMISSION AND CERTIFICATION: Applicant and Guarantor hereby give Landlord permission to contact any of the above mentioned persons or companies including employers, landlords, banks, creditors and friends for the sole purpose of verifying or exchanging the information given. All information contained in this application is accurate and true – and complete to the best of applicant’s ability. Applicant understands that if any corresponding documents or information is incomplete, missing, falsified or inaccurate, this application – and the groups’ application in its entirety– may be deferred or held, may not be considered at all, and/or may be outright denied.

Applicant Signature

Date

Application Checklist:

- Individual Application Packets submitted together as a group in a folder or sealed envelope
- Submission packet includes copies of all Drivers Licenses or Photo ID
- Submission packet includes copies of unofficial transcript off of UDSIS for all applicants
- Applications are complete and signed by all applicants

IMPORTANT INFORMATION for 2024-2025 LEASING

www.UDstudentRentals.com

Hello Prospective Tenant(s).

Thank you for your interest in our housing options. Please read our 'FAQs for Renting' found on our website (on the 'Available Properties' Page) for a comprehensive understanding of our application and leasing procedures. Specifically, we'd like to reiterate the following:

1. All leases are **GROUP** leases with **quarterly rent payments** and **no animals or pets permitted**, except approved trained service animals. No exceptions.
2. You must apply as a group to be considered for a rental property and to schedule a tour of a unit. If you are window shopping or still getting a group together, please utilize our video tours to determine if you are interested in submitting applications.
3. **APPLYING:** To apply, **ALL** members of your group must submit complete applications with a copy of their drivers license and unofficial UDSIS transcript (or transcript from current institution). Applications are considered and must be submitted **together** as a group.
4. There is no fee to simply apply to a unit. The **\$50 per person application fee** is only due if your group moves forward with a lease signing. DO NOT include any application fee(s) with your initial application packet submission.
5. Applications can be dropped off in the front door mail slot of our office at 175 South Main Street Newark, DE 19711. Put 'ATTENTION [Address of Property You're Interested In]' on the front of the envelope or folder. If you're interested in multiple properties, please rank them in order of preference or state 'no preference' if you do not have a preference.
6. **TOURING:** To tour a property, you must first apply as a group. Once your applications are accepted, we will email you with information to set up a tour of the property. **All Prospective Tenants are required to be present. We are not open and DO NOT tour on the weekends.** We tour Monday through Friday, 10 AM to 4 PM. In an effort to disturb our current Tenants as little as possible, each group will only be toured **one time** and only those who would be signing the lease will be permitted inside the unit (no additional friends, significant others, etc.). We recommend you begin to compare schedules as a group and determine available days/times now to help expedite scheduling.
7. **Time is of the essence.** We received hundreds of applications each day in peak leasing season. If you're a serious group with a specific property or area in mind, be organized and prepared to sign quickly. We look for Tenants who are prepared, organized and can follow directions.
8. Management reserves the right to sign a lease with whomever they choose, regardless of a prospective group's interest, time of application, relationship to current tenants, etc. Simply submitting an application does not guarantee approval or unit.
9. **SIGNING:** Once your applications are accepted, we will email you a copy of the blank lease to review. Your acceptance offer expires after 4 business days, meaning you have **4 business days** from being sent an acceptance email to sign a lease for the property.
10. Assuming your group is accepted and moves forward with a lease signing, we will provide you with **1** hard lease copy for your group at signing. If anyone else in the group would like their own hard copy of the lease, you must print it out and bring it with you. All finalized, executed lease copies will be available electronically. You are expected to have read the lease prior to coming to your leasing appointment.
11. **Looking ahead, please be advised that the following items are due at lease signing.** Without any of them at signing, your group will not be able to move forward with the lease signing:
 - a. Full security deposit (ONE **check** from ONE person in the amount specified in your acceptance email)
 - b. All Guarantor Forms (each individual person is required to have a notarized Guarantor Form on file at lease signing. This is provided to all accepted groups in the accepted email)
 - c. \$50 application fee per person (cash or check made payable to your Landlord as designated in the acceptance email)
12. We do not hold or reserve any rental properties for any reason. If you want a property, you must apply, be accepted, and follow the same procedure as all other parties and applicants. You cannot simply throw down a deposit to hold the unit.
13. **Management reserves the right to disregard any incomplete applications and/or groups of applications** (for example – if guarantor portion of application not fully filled out, missing applications for members of the group, applications not submitted together, false information on the application, missing information or blanks left on the application, etc.)
14. Management will continue to advertise, show units and accept applications until we have a signed lease for a specific unit.
15. **Email is our primary form of communication.** Allow 1-2 business days for a response. Please visit our website and review our FAQs to cover almost all questions. Otherwise, it is helpful if you consolidate your entire group's questions into one email and/or have one person contacting us on your group's behalf. It helps streamline communication and limit repetitive questions, allowing us to answer more efficiently.

We look forward to receiving your applications!

Thank you,

The UDStudentRentals.com Management Team