

This letter is for informative purposes only – it does not need to be submitted with your applications

UDStudentRentals
175 South Main Street
Newark, DE 19711
UDStudentrentals@gmail.com
www.udstudentrentals.com

Hello Prospective Tenant(s).

Thank you for your interest in our housing options. To apply to rent a unit, please complete the attached application, including both the student and guarantor sections. Be sure to include a copy of **your drivers license (or photo ID if you do not have a drivers license)** and a **copy of your unofficial transcript from the internet**. The \$50 per person application fee is not due until lease signing. **DO NOT** include the \$50 per person application fee with your initial application submission. **Every person within your group must submit a fully completed application** and then your group must submit them all **together in one packet as one group**.

These applications can be dropped off at the office in the mail slot on the front door or otherwise returned to us at:

Attn: [Address of Property You're Interested In]
175 South Main Street
Newark, DE 19711

Following receipt of your application, if your group is approved, we will either send you a video tour of the property or schedule a time for your group to see the property in person, depending on your group's availability and COVID status. In an effort to disturb our current tenants as little as possible, we require **all members of your group** be present at one time to tour the unit. Each group will be given one opportunity to tour the property so be sure everyone is present and takes the time to make sure the property fits your group's needs and wants. In an effort to minimize the amount of people at the property, only those who would be potentially signing a lease will be allowed to be physically present.

If your group is accepted, we will email you with a copy of the lease to review and let you know how to move forward in the process. You will have 4 days from receipt of the acceptance email to tour and/or sign for the property – so we would suggest working through your group's full availability now to speed up this process overall. We tour Monday through Friday, 10 AM to 4 PM. **Out of respect to our current Tenants, we do not tour on weekends.**

Please note that if your group is accepted, the following will be due at lease signing:

- Full deposit (in **one check from one person** in the amount specified in your acceptance email)
- All guarantor forms (each person is required to have a guarantor and a notarized guarantor form **at signing**) **If each person does not have a notarized guarantor form at signing, you will not be able to sign the lease.**
- \$50 application fee **per person** (cash or check made payable to your Landlord)

Please be advised that we will not sign a lease or hold any units without a deposit made and/or all notarized guarantor forms – so if you are serious about a unit, we highly recommend your group works as quickly as possible to get these items together and schedule a time to tour the property and sign a lease. These documents will be provided in the acceptance email, should your group be accepted.

Please be aware that Management reserves the right to disregard any incomplete applications and/or groups of applicants (ie: guarantor portion of application not filled out fully, missing applications for people within the group, applications not submitted together, false information on the application, information missing or left off the application, etc). So please be sure that your applications contain all the appropriate information and documents and are submitted **together in one envelope**.

Management will continue to show units and accept applications until we have a signed lease for a specific unit. We highly suggest that if you are serious about a unit, your group be **organized and quick** in getting together the appropriate paperwork and finding times that you can all meet to tour the unit and sign the lease. Lease signings will be shorter this year to limit the amount of time people are together – estimated about 40 minutes for a signing. Please read through the lease before coming to signing and email all questions to us before scheduling your lease signing appointment. You are expected to read the lease prior to your lease signing appointment.

Lastly, **email is our primary form of communication**. Please send an email with any questions concerning the unit, scheduling a tour, our process, etc. and we will get back to you in a timely manner (roughly 1-2 business days). We get hundreds of emails per day during peak rental season so please be patient as we do our best to respond to everyone's questions/concerns promptly. **It is also 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 communications and limit repetitive questions, allowing us to answer more efficiently.**

Thank you,
Management

Application for Rental Unit(s) for the 2023-2024 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: 2024 _____ 2025 _____ 2026 _____ 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

Address: _____

Reason for leaving this location: _____

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

How did you hear about us (circle all that apply)? Our Website Google U-Dwell Previous Tenants Friends

Signs/Flyers around Campus 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

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, etc.) NO Yes (Specify) _____

Application Continues on the 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 least signing, each Guarantor will be required to **provide copy of their drivers license and a signed notarized form.**

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, 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