



214 South Allen St.
State College, PA 16801

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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 **November 10th, 2017**.

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 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. **

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.



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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:** _____