



NEW TENANT PROCEDURES

In order to make your leasing experience as easy as possible, please make sure you have read and understand all of the steps involved.

ALL payments **MUST BE** in **CERTIFIED FUNDS** – cash, money order, cashier's check or bank transfer. **NO PERSONAL CHECKS** will be accepted.

There will be no exceptions made for any of our procedures

Step One: APPLICATION & SECURITY DEPOSIT

- Any adult over the age of 18 years old needs to apply.
- \$65 application fee per applicant (this fee is non-refundable).
- Additional paperwork needed:
 - Government/State issued photo ID
 - If full-time student, please provide student ID as well
 - Co-signer application(s), ID and Proof of income
 - If international citizen, please provide I-20, F1 or J1 documents and US Visa
 - Proof of income (2 bi-weekly pay stubs, 4 weekly paystubs, employment offer letter, etc.)
- Bring in a security deposit equivalent to one full month's rent.
- Credit, Criminal, and Rental History background checks are completed on all prospective residents and all of their co-signers.
- If your application is rejected by Hartsock Premier Management, the security deposit will be refunded.

Step Two: LEASE SIGNING & LAST MONTH'S RENT PAYMENT

Once your application has been approved, we will start drafting the lease agreement. Please allow 7-10 business days for this document to be sent via DocuSign. Then you will need to:

- Sign the Lease Agreement
- Pay last and first month's rent and any pet fee (Certified funds)
- Receive move in documents!

Step Three: FINAL PAYMENT, KEY PICK-UP & MOVE-IN

- Provide Utility Service account numbers as proof that utilities have been switched to your name and service is scheduled to be turned on in the unit.
- Provide Proof of Renters Insurance
- Keys will not be given out unless ALL PAYMENTS have been paid in full in certified funds.
- New tenants are NOT permitted to move into the unit until the 1st day of the lease agreement.