



Next Steps Checklist

Utilize this checklist to secure a TMRE property.

Pay the Security Deposit.

Security deposits are usually equal to one-month's rent unless otherwise specified.

You can pay by EFT or by check made out to *Town Manor Real Estate*.

For your property's security deposit details visit the property's website page then scroll down to the property's *Financials* section.

Sign the Holding Deposit Agreement.

The *Holding Deposit Agreement* and a *TMRE Sample Lease* can be found here:

<https://TownManorRealEstate.com/downloads>

Make Sure Everyone Applies.

You can find an Online Application here:

<https://TownManorRealEstate.com/rental-application>

NOTE:

If your parents assist you with living expenses, make sure to note you are marked as a "dependent" student on the application, and provide the contact information for your parents.

Getting this form signed and returned by an applicant's parent/guardian tends to slow down this process so make sure you notify them to look for it.

Schedule your Lease Signing.

Make a plan to settle move-in expenses due at the lease signing.

We collect the first & last month's rent at lease signing.

Our leases are generally mid-August so "first & last month's rent" is generally only 1 month's rent.

We also collect a \$75 re-key fee at lease signing, changing the locks before you move in and after you move out to ensure you are the only tenants who've ever had keys to your home.



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