

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

Hello Prospective Tenant(s).

Thank you for your interest in our housing options. **Due to the current circumstances surrounding COVID19, our renting procedures have changed.** We are limiting the amount of people we tour through each property and will be utilizing video tours as much as possible. **As such, if you are interested in a specific property (or multiple), your group must first submit applications (together in one packet) to our office.**

To apply to rent a unit, please complete the attached application, including both the student and co-signer 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 **together in one packet as one group.** These applications can be dropped off in our dropbox at the office (black box to the left of our 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. 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 – and only those who would be potentially signing a lease will be allowed to physically be present (No parents, spouses, friends, significant others, etc). Masks and hand sanitizer will be required. No exceptions.

Following your tour and receipt of your completed application packets, 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 lease to sign for the property.

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

- Full deposit (in **one check from one person** equal to one full month's rent)
- All cosigner forms (each person is required to have a cosigner and a notarized cosigner form **at signing**)
- \$50 application fee **per person** (cash or check made payable to your Landlord)

We will not sign a lease or hold any units without a deposit made and/or all cosigner 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 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: cosigner portion not filled out fully, missing applications for people within the group, applications not submitted together, false information on 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 30 minutes for a signing. Please read through the lease before coming to signing and have any questions ready to be asked before we get started.

Lastly, **email is our main 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.

Thank you,
Management

Application for Rental Unit(s) for the 2022-2023 term | www.UDstudentrentals.com

All applications should be filled out completely (both **student and co-signers sections**) and **returned as a group** to:

175 South Main Street Newark, DE 19711 along with

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

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.

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

All rents are paid **quarterly**, no overcrowding, and **parents are required to co-sign**. All units have a strict **no pet policy**.

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

PERMISSION: Applicant and co-signer hereby gives Landlord permission to contact any of the below mentioned persons or companies including employers, landlords, banks, creditors and friends for the sole purpose of verifying or exchanging the information given.

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

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

Anticipated Graduation Year: 2023 _____ 2024 _____ 2025 _____ Grad Student _____ Not Enrolled _____

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

Student Name _____ Cell Phone _____ SS# _____

Email Address _____

Present Address (Dorm, rental property, etc.) _____

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? _____

Are you a member of a fraternity/sorority/sports team? NO: _____ YES (Details): _____

Have you been arrested before? NO: _____ YES (date): _____

Do you work part time? NO: _____ YES: _____ at _____

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

Co-Signer Application: You may ask these questions of co-signer over the phone.

Name _____ Phone _____ SS# _____

Present Address _____
Street city state zip

Email Address _____ Employed By _____

Position _____ Phone _____

Employer's Address _____
street city state zip

Annual income _____ Name of Supervisor _____ Phone _____

Upon acceptance, co-signer will be required to **provide copy of their driver license** and **signed notarized form**.

All information contained in this application is accurate and true – and complete to the best of my ability. I understand that if any information is incomplete, falsified or inaccurate, my application – and my groups' application – may not be considered.

Student (Applicant) Signature

Date