

# House Manager Worksheet



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House Manager: The following five items are needed to complete an Application Package. Please bring these items into the office to schedule a lease signing appointment. You may also use the 24/7 drop box in front of our office. If your group has paid for a hold on the property, be sure to return these items prior to the deadline listed on the hold agreement.

1: Please complete the information below for the property your group intends to rent.

Property Address: \_\_\_\_\_, Harrisonburg, VA

House Manager: \_\_\_\_\_ e-mail: \_\_\_\_\_ phone: \_\_\_\_\_

Bedroom #	_____	Tenant name: _____	Rent: \$ _____
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Bedroom #	_____	Tenant name: _____	Rent: \$ _____

Minus House Manager Discount: \$ \_\_\_\_\_

Total House Rent: \$ \_\_\_\_\_

**The total house rent must add up to the amount listed on the web site for this property or hold agreement.**

2: Include a Completed Tenant Application for each Tenant.

3: Include a Completed Co-Signer Application for each Tenant.

4: Include a check, Money Order, Cash or Credit / Debit Card from each Tenant for the amount listed below:

New Tenants:	\$145.00 (\$100 earnest payment * + \$45 application fee)
New Tenants with an active hold:	\$100.00 (\$100 earnest payment *)
Current Tenants in same house:	Difference in deposit between current and new lease.

\* The \$100 earnest payment is credited to the security deposit on an individual basis providing the tenant signs their lease within three days of the hold completion time. The earnest payment is forfeited if the Tenant chooses not to sign their lease within three days of the hold completion time.

5: If possible, find one time for the entire group to meet. If this is not possible, the House Manager can set up two or more lease signing appointments. The House Manger must attend each appointment. List next to each date and time the room number of all Tenant who can attend or write "all" if all are able to attend. Be sure that everyone can sign within 3 days of the hold completion time or the application submission time so that their \$100 earnest payments are transferred to their security deposit.

**Appointment Times:** Mon – Sat: 7:00am – 9:00pm, Sun: 3:00pm – 9:00pm (as available)

Date/Time \_\_\_\_\_ Tenants able to attend: \_\_\_\_\_

Date/Time \_\_\_\_\_ Tenants able to attend: \_\_\_\_\_

Date/Time \_\_\_\_\_ Tenants able to attend: \_\_\_\_\_