

## **4 Easy Steps to Lease with Roo Town Rentals**

1. **Complete Application.** Each person completes the simple Application. We use the application to gather important information about you and to help make leasing decisions. The application only needs to be completed by the student applicant, not the co-signer. To complete an application visit [www.RooTownRentals.com](http://www.RooTownRentals.com) and click Extras, then click Apply. Please notify John once you have applied.
2. **Pay Application Fee.** Each person applying for the property must pay a \$100.00 application Fee. No applications will be reviewed without having first received the fee. **DO NOT TURN IN YOUR APPLICATION FEE UNLESS YOU ARE READY TO MOVE FORWARD WITH THE LEASING PROCESS, AS THE APPLICATION FEE IS NON-REFUNDABLE.** Prior to turning in the application fee, also discuss it with your parents/cosigner and make sure they are aware that they will be asked to co-sign the lease. This means they will be financially responsible for your lease payments.
3. **Pay Security Deposit.** In Addition to your application Fee, each person will be asked to pay a Security Deposit. Your Security Deposit is an amount equal to one month's rent. The security deposit is held by Roo Town Rentals until the end of the lease. It will be returned to you less any damages, cleaning, unpaid fees or other money you might owe at that time.  
  
**You can pay both the Application Fee and the Security Deposit online with a credit card. You will be sent an Electronic Invoice to your email address that will easily allow you to pay both fees.**
4. **Schedule your Virtual Lease Review Meeting.** All roommates need to attend this virtual meeting at the same time and it must be done within 5 days of your application approval. At this meeting John will review the entire lease and additional details about renting from Roo Town Rentals. This meeting usually takes about 30 minutes. At the end of this meeting you will sign the lease virtually and it will be forwarded to your cosigner for their review and signature. Your cosigner will have 5 days to sign the lease. If you or one of your roommates fails to complete the lease within the 5-day timeframe, you risk losing the house.

### **Things you will need for this meeting:**

- a. A picture of your Driver's License available to text or email.
- b. A picture of your Co-Signer Driver's License available to text or email.

*I am excited that you have chosen to rent through Roo Town Rentals! I know this process can seem confusing, but I assure you I am here to answer any questions and guide you through the process. Please don't hesitate to text or call me if you have any questions at all!*

John McCabe  
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