

PROPERTY MANAGEMENT SERVICES  
a division of MPM Services, Inc.  
600 Lawrence Avenue Suite 2D  
Lawrence, Kansas 66049

Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name(s): \_\_\_\_\_  
\_\_\_\_\_

### LEASING PROCEDURES AND GUIDELINES FOR ADDING/DELETING OF TENANTS

Please read through the following guidelines which will help you in completing our leasing process. These are the steps that must be completed before we are able to determine approval to add your name to the lease. In most cases, it will be to your benefit to fill out an application now even if you cannot finish all the steps today.

- \* Applications must be completely filled out by all prospective tenants.
- \* A \$25.00 non-refundable fee must accompany each application. No application will be processed without this fee.
- \* If adding/deleting of tenants during the term of the current lease, a \$100.00 processing fee must accompany the request to add/delete form. This fee will be refunded if add/delete process is not approved by the property manager.
- \* Any parents or legal guardians must fill out applications if applicants are needing a cosigner.

**PLEASE NOTE: We cannot approve the lease if any portion of any application is incomplete. (Including the parent's application)**

- \* All renewing/remaining tenants and prospective tenants (and parents or legal guardians for co-signing) must sign and date the amendment to rental agreement. Renewing and prospective tenants sign and date on the lines above 3rd Party and 4th Party. Parents or legal guardians sign and date on the lines above "Guarantors." **WE WILL NOT PROCESS ANY AMENDMENT TO RENTAL AGREEMENT THAT YOU, OR A COSIGNER, HAVE MADE ANY CHANGES, DELETIONS OR ADDITIONS TO.**
- \* Turn all paperwork into the office. The leasing agent will check "Other Information Needed" (see below) if applicable. All of the above must be completed and in the office before we can check references. **IF YOU HAVE TO TAKE PAPERWORK OUT OF THE OFFICE, PLEASE KEEP IN MIND THAT YOU CANNOT MOVE INTO THE UNIT UNTIL THE PAPERWORK HAS BEEN RETURNED TO OUR OFFICE AND THE AMENDMENT APPROVED.** If you need people to fill out some of the paperwork and they are out of town, we strongly suggest using overnight mail. **We cannot accept any faxed or copied amendments. It must be all original signatures on the original amendment.**
- \* The leasing agent will then begin checking references and verifying information from your applications. We will do our best to have an answer as to whether or not your amendment has been approved within 1 day. However, please keep in mind that there are many outside factors that may influence how long it will be until we have an answer for you. At the time your amendment is approved and signed by our office, it is then considered to be a binding amendment and you will be held to all terms of the lease.
- \* Please call the office to speak with the leasing agent about whether or not your amendment has been approved. If your lease has been approved, you may then move into the apartment on the date that the amendment starts. If your amendment is not approved, you may not move in.

**Other information needed:**

- \_\_\_ Signed and Dated Amendment
- \_\_\_ Financial Aid proof
- \_\_\_ Add/Delete Roommate Request Form
- \_\_\_ Application Fee (\$25.00 per application)
- \_\_\_ Add/Delete Processing Fee (\$100.00)
- \_\_\_ Other: \_\_\_\_\_
- \_\_\_ Application(s)
- \_\_\_ Parent Application(s)

Please feel free to call the leasing agent, \_\_\_\_\_ at 841-5797 if you have any questions regarding your lease or amendment.

I/We have read through the above and understand the procedure for amendment approval.

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Date