



Congratulations on choosing an apartment with GreenScope properties. This sheet has been created to walk you through our lease signing policies and procedures.

1. View the apartment or apartments and make your decision

Please note that in most cases we prefer not to rent apartments sight-unseen, but we can certainly do that if you are currently living far away or overseas. Just remember that a lease, once signed, is not something you can break. Please make sure you have asked all the questions and seen all the pictures you want to before signing.

2. Set up a lease signing appointment

Due to heavy competition we cannot hold apartments without a lease signing appointment, nor do we accept deposits to hold apartments. Lease signing appointments must be set no further than three business days from the date you make it known that you would like to sign a lease.

3. Fill out an application

In the case of full time students the application can actually be filled out at the same time as closing. For working professionals an application must be filled out ahead of time and is subject to approval, verification of employment, and possible credit check. Please allow at least 24 hours for application processing.

4. Sign the lease

Come to our office at 570 Valley Rd in Brooktondale at the appointed day and time agreed upon to sign your lease. You will need to bring the following items with you:

- Security deposit equal to one month's rent (cash, check, or money order)
- For students: social security #, Student ID #

You are entitled to one hard copy of the lease at the end of signing regardless of group size. Additionally each person signing the lease will receive a copy via email.

You also have the option of signing your lease electronically via the program "DocuSign". This is a perfectly legal and acceptable form of lease signature and saves you the trip. You will be able to view and download a copy of the docusigned lease once complete.

GENERAL INFO ON LEASES AND SIGNING

All Leases are 12 months in length unless otherwise stated, except for the 6 days built into the lease for maintenance and cleaning. We need time to prepare the apartment for the next tenant or tenants after the previous ones move out, which is why the lease ends a few days shy of 1 year. We do a full maintenance check and then a professional deep cleaning.

Security deposit is due at signing and is equal to one month's rent. If you live in one of our apartment's that allows pets, this does not include the pet rent. In other words if your main rent is \$1,000 per month and your pet rent is \$35 making a total rent of \$1,035 your security deposit will still be only \$1,000.

We collect Last month's rent in advance. In other words you are pre-paying for the final month of your lease. Your Last month's rent is due exactly one month after you sign the lease.

First month's rent is due on or before the 1st day of your lease. It is due on the 1st day the lease starts regardless of when you actually move into your apartment. Keys for the apartment will not be handed out until everyone has paid their first month's rent so we suggest that everyone pay their first month's rent at least a week in advance to avoid any issues.

We are always available for questions via the "contact me" button on the website. Thanks for choosing GreenScope Properties for your housing needs!