

# DIAMOND GREEN APARTMENTS

## RESERVATION AND LEASING PROCEDURE

1. All apartments or rooms within apartments are rented on a first come first serve basis.
2. Tenant(s) have an option to reserve a bedroom(s) for a period of one week for a fee of \$100.00. The Tenant(s) may either pick out an apartment (if they have enough people to fill the apartment) or accept a bedroom assigned to them if they are a single bedroom tenant). The money will be applied towards any prepaid rent or security deposit required on the lease. The reservation fee is non-refundable.
3. Tenant(s) may choose a bedroom within an apartment type (4 bedroom with balcony, 4 bedroom end without balcony, 2 bedroom end without balcony) or accept a bedroom assigned to them. The Landlord will "hold" a bedroom(s) for Tenant(s) for this period solely for the purpose of affording time for the application and lease to be completed, signed, and returned to Landlord. If an application is denied, Landlord will refund to the Tenant(s), any money paid.
4. If the Tenant(s) does not return the application and lease completed and signed by the co-signor(s) within a timely fashion, the Landlord may not be able to honor the reservation for that particular bedroom or apartment. In such an event, the Tenant(s) may choose another bedroom in the complex if it is available. If there are no other bedrooms available, the Landlord will refund to the Tenant(s) any monies paid.
5. In order for the Landlord to sign a lease, the Tenant(s) must provide the following:
  - a. Completed application by both Tenant(s) and Co-signor(s), approved by Landlord
  - b. Completed Lease signed by both Tenant(s) and Co-signor(s) as necessary.
  - c. Payment of one month's rent security deposit - bank check or money order only. (The first month's rent will be due prior to move-in.)
6. The Lease is not binding between the parties until the Lease is signed by the Landlord. Once the Lease is signed by the Landlord, if the Tenant desires to terminate the Lease prior to occupancy, the Tenant(s) will be responsible for the terms of the Lease until either its expiration or until another Tenant(s) is obtained for the room(s).

_____ Tenant	_____ Date
_____ Tenant	_____ Date
_____ Tenant	_____ Date
_____ Tenant	_____ Date

If you are interested in a specific apartment/bedroom, please indicate here: