

# Reserve at the Falls

29 University Estates Boulevard  
Athens, Ohio 45701  
740.566.4400

## How to Begin A Lease At The Falls

### **1. RENTAL INQUIRY RESPONSE, APPLICATION, IDENTIFICATION, PROOF OF INCOME**

First, we must have a completed Rental Inquiry Response form, which details your desired move-in date, what type of floor plan you'd prefer, whether or not you'd like to rent a washer/dryer set from us for the duration of your lease, if you will be accompanied by a pet, and of course, your contact information.

We will also need you (and your roommates, if applicable) to each fill out individual rental applications. Please note that there is a \$25 administrative fee per application which can be in the form of personal check, cashier's check or money order. CASH WILL NOT BE ACCEPTED. Please make check payable to **Grande Vista Village LLC**

Along with your Rental Inquiry Response form, and application, we will also need copies of your state-issued ID (current passports will suffice in place of state-issued identification), as well as proof of income for all occupants signing the lease and co-signers (if applicable). Proof of income can typically be submitted in the form of a 3-month bank statement, FASFA documentation, W2 form, or I20 documentation.

*Please note: We are unable to complete this initial leasing step until we have the above information from ALL lease holders and/or co-signers. All above information must be submitted from all parties simultaneously to ensure timely approval and appropriate placement in an apartment.*

### **2. SECURITY DEPOSIT**

After applications have been processed and approved, we will need a security deposit equal to one month's rent. This security deposit must come in the form of personal check, cashier's check or money order. Please make check payable to Grande Vista Village LLC. We ask the security deposit is made on ONE check, AS MULTIPLE CHECKS FOR ONE SECURITY DEPOSIT WILL NOT BE ACCEPTED. Additionally, if you are going to be living with a pet in a pet-friendly apartment, your \$300 non-refundable pet fee will be due at this time. CASH WILL NOT BE ACCEPTED FOR SECURITY DEPOSITS OR PET FEES.

### **3. LEASE SIGNING**

The signing of your lease can be scheduled after the above requirements have been met. Leases can only be signed during office hours (M-F 9-5; Sat 11-4pm; Sun 12-4), and BY APPOINTMENT ONLY. Appointments must be made at least one hour prior to the office closing, to ensure enough time to go over and discuss the necessary paperwork. We require ALL lease holders to be present at time of signing. Finally, we ask that you provide your AEP account number and confirmation number upon lease signing.

\* Applications can be found online at <http://thefallsapartmentsathens.com/apps.htm>

\*\* Application checks, security deposit checks, and pet fee check must be written on individual checks

\*\*\* Please make all checks payable to Grande Vista Village LLC

If submitting application and fee by mail, please address to:

Majed Khurshid  
29 University Estates Boulevard  
Athens, Ohio 45701