



NEW TENANT CHECKLIST

In order to make your leasing experience as easy as possible, make sure you read and understand all of the steps involved.

ALL PAYMENTS MUST BE IN CERTIFIED FUNDS – CASH, MONEY ORDER, CASHIER'S CHECK, OFFICIAL CHECK (NO PERSONAL CHECKS)

Step One: APPLICATION, SECURITY DEPOSIT

- Fill out application = \$50 fee per applicant (Credit, Criminal and Rental checks are done on any persons over the age of 18 who will be living in the rental) The \$50 application fee is **NON-REFUNDABLE**
- Bring in a security deposit equivalent to one full month's rent. The security deposit is **NON-REFUNDABLE**, unless your application is rejected by N.A.R.G.
- Have a valid state issued photo ID for New Age Realty to copy
- If full time student, you will also provide your student ID
- Additional paperwork needed:
 - Cosigner Letter (Only full time students)
 - I-20 (only international Students)
 - Proof of employment (2 recent pay stubs)

Step Two: LEASE SIGNING & LAST MONTHS RENT PAYMENT

- Two weeks after your initial deposit, it is mandatory for you to sign the lease and pay last months rent. If this is not done, we assume you no longer want to rent. At this point, the apartment will go back on the market (any money paid will not be refunded).

- Pay last month's rent
- Sign the lease (**by appointment only**)

Step Three: FIRST MONTHS RENT, KEY PICK-UP, MOVE-IN

- Pay first month's rent
 - Provide proof that utilities have been switched to your name (PECO AND/OR PGW)**
 - Pay any additional fees (ex: pet deposit - **No Personal Checks**)
- Please note that we will not accept Food Stamps, Welfare, and Unemployment as proof of income.
- Keys may be picked up either the first day of the lease or on a designated date, but cannot be given out unless **ALL PAYMENTS** have been paid in full in certified funds. No personal checks will be accepted.
- New tenants are **NOT** permitted to move into the apartment until the 1st day of lease.
- *There will be no exceptions made for any of our procedures***