

OMEGA PROPERTIES

The Leasing Process:

- 1. Applications will be accepted only after you have seen the property(ies) you are interested in. All applications must be completely filled out, signed and dated and turned into our office or drop box at 115 E 6th Street.**
2. Before you sign a lease with us inform your parents that they need to read our lease and fill out the parent guaranty form which is on our website. If they have any questions have them call us, at (812) 333-0995.
3. We will look over your applications and if your applications are approved we will call you. You will then have **one business day** to set up a lease signing appointment.
4. If you do not set up an appointment within that time, or miss your lease signing appointment and others are interested, they become priority.
5. Lease guarantee agreements must be completely filled out and into our office before or at lease signing.
- 6. All tenants must see the property before an appointment is made for lease signing.**
- 7. All tenants must be present at lease signing and pay the security deposit plus 1 installment of rent.** The 2nd rent installment is not due until September 1st, 2009. Rent is paid in 12 installments. Security deposit and rent must be paid with check, cashiers check or money order. **We do not accept Credit Cards for Security Deposit or August installment.**

Lease Highlights for Omega Properties:

- 1. At lease signing you will be given a move-in day and time. You cannot move in early,** so don't ask! If necessary, make storage arrangements in advance.
- 2. What is taken out of your security deposit?** We take out what the companies charge us for cleaning, hauling of trash, unpaid utility bills, carpet cleaning, unpaid rent, late fees, unreturned keys, and any damage to the property beyond normal wear and tear.
- 3. Rent is to be paid in full with one check, or all checks in one envelope by the 1st of each month.** You may also go online to www.omegabloomington.com and pay your rent with Electronic check or by Credit Card. If it is not in by the 3rd, it is late. The late fee is \$50.00, and if it is not paid by the 7th, there is an additional \$5.00 a day charge until it is paid. The bounced check fee is \$30.00, and must be repaid with a money order or cashiers check. A bounced check means your rent is considered late.
4. At the beginning of your lease you may compile a list of necessary maintenance repairs and turn it into the office. "What is emergency maintenance?" Water leaks, no heat, a power outage or if **all** toilets are clogged. Only call the emergency number if it is truly an emergency, otherwise use the regular maintenance number.
5. Everyone is responsible for their own key which must be returned at the end of the lease. Unreturned keys result in a charge for replacing the keys and or changing to locks.
6. Pets are NOT ALLOWED. Any pets found on site will result in a **heavy fine** and or possible **eviction** due to defaulting on your lease.
- 7. Tenants are responsible for their guests.** Any damage incurred by guests is the responsibility of the tenants. If damage is done, the tenants will be charged.
- 8. We strongly recommend and encourage getting renter's insurance.**
9. Don't use sticky stuff or tape on the walls, even if it says Non-stick.