

C & M Property Management, LLC

LEASE/RENTAL AGREEMENT

In consideration of the agreement of the lessees [Error! Reference source not found.](#), known as tenant, the owner, and its agent C & M Property Management, LLC., hereby rents to the Lessee, the rental unit located at [Error! Reference source not found.](#), City of Muncie, County of Delaware, State of Indiana for the rent upon the terms and conditions as follows:

JOINT RESPONSIBILITY. If there are two or more individuals named as lessee above, each individual named as being lessee shall be jointly and severally liable for all the total rent herein provided and for the performance of the terms and conditions within the agreement.

TERM. The term shall commence on [Error! Reference source not found.](#) and terminate on [Error! Reference source not found.](#).

RENT. Tenant shall pay to landlord without prior demand the minimum annual rent of [\\$Error! Reference source not found.](#). Rent shall be in monthly increments of [\\$Error! Reference source not found.](#) Rent shall be payable on the first (1st) day of each month to C & M Property Management, LLC, online through the bsucribs.com website. C & M Property Management, LLC will accept online payments only through Buildium from each tenant on the lease. Each lessee shall make all rental payments in full. If payments are not paid in full by all tenants, landlord may require one online rental payment at their discretion. Payment or receipt of a rental payment of the amount stated in the lease shall be deemed as nothing more than a partial payment on that month's account. Under no circumstance shall a partial payment constitute accord and satisfaction, nor will it cause the forfeit of right to collect balance due on account, despite any endorsement, stipulation, or other statement on any check.

OWNER'S MANAGER/AGENT. C & M Property Management, LLC is authorized to act as agents for the owner, to collect and receipt for all rent (and other sums payable to owner under this agreement) and to manage the rental unit, including the right to make declarations on behalf of the Owner, pursuant to property agreement with the Owner.

SECURITY DEPOSIT. Lessee shall pay to the owner, as a security deposit to be held for the term of this Agreement, the following amount of [\\$Error! Reference source not found.](#). The Owner expressly reserves all rights and remedies permitted by law for the application for the security deposit in accordance with Lessee obligations hereunder. Lessor reserves the right to videotape or photograph the rental unit for damages at the move-in inspection and at times during the lease to document damages to the unit. Said security deposit, less the sum of the following terms and conditions, will be returned to the Lessee(s) within forty-five (45) days of the lease termination, providing Lessee(s) has kept all covenants and conditions of this lease. **Forwarding address must be provided to Lessor in writing and mailed certified to ensure return of said deposit within 10 days of lease termination.** One key will be issued to each Lessee. Replacement keys may be purchased for \$5.00 each. Failure to return all issued door keys on or before termination of lease date will result in a charge of \$125.00. Lessee is subject to a charge of \$40.00 for lockout Monday – Friday (8:00 am – 5:00 pm) and \$50 after hours, weekends and holidays. A copy of the itemized inspection report will be returned with remainder security deposit. A fee of [\\$Error! Reference source not found.](#) will be retained and is non-refundable to cover the standard maintenance of painting and cleaning. Lessee agrees to forfeit said security deposit if Lessees vacates premises prior to the expiration of the lease. Lessee will be financially responsible for any remaining month's rent including attorney's fees, legal costs, and/or collection fees relative to this purpose. Any and all excessive damages beyond normal wear and tear will be at an additional charge. Lessee shall not have the right to have the security deposit applied to payment of rent. Lessor may hold and commingle such deposit and shall not be required to pay interest thereon.

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NSF FOR ONLINE PAYMENTS AND LATE CHARGES. There is a \$35 charge for online payments returned by Buildium and stated late fees will also be assessed. Rent is due on or before the first of the month. If rent is not **received** by the first, there will be a fee of \$25 for the first day late and \$10 for every day thereafter. The fee is charged to each tenant who is late on the lease if separate rental payments are made.

UTILITIES. Lessee shall be responsible for the payment of all utilities including gas, electricity, water, and sewage. Utilities must remain in the tenants name for entire term of the lease. If any utilities are not changed over to the responsibility of the tenants for any day of the lease period, there shall be a \$50.00 fee per utility not switched over.

USE. The rental unit shall be used a residence by Lessee in accordance with the City Ordinance and for no other purpose, without prior written consent of the Owner. Occupancy by guests staying over five (5) days will be in violation of this provision.

Premise is to be used as a residential dwelling only. Lessees have use of the following areas as indicated:

Garage _____ Lawn/Yard _____ Basement _____ Attic _____ Storage _____

WE DO NOT WARRANT AGAINST WATER IN BASEMENT!

Garages can only be utilized with approval and with an additional fee.

WE DO NOT WARRANT AGAINST WATER IN THE GARAGE AND THE SECURITY OF YOUR BELONGINGS.

RULES AND REGULATIONS.

1. **Pets.** No pets or animals shall be permitted at any time. **No exceptions.** Permitting a pet on the premises shall be a material breach of the lease, a \$250 fine will be assessed, and immediate eviction may result. Tenants are also responsible for informing guests they are not allowed to bring their animals over to visit even on a temporary basis.
2. **Refuse.** Lessee shall place trash in a receptacle provided by a designated area. If trash is removed by city service, it must be contained in a sealed bag or can and all loose debris is the Lessee's responsibility to remove at all times. If Lessor removes trash from immediately around the premises including yard, a service charge of \$100.00 will be assessed.
3. **Parking:** Parking space is not provided except as follows: [Error! Reference source not found.](#)
4. Residents owning cars are responsible for keeping a valid parking permit hanging in the rear view mirror of vehicle and to park in designated areas at all times. All vehicles not parking in designated area may be towed. This includes any guests. All vehicles parking in fire lanes, along curbs, in yards and in grass will be towed at owner's expense. Lessee will be issued 1 parking pass for this unit upon tenant request (if allowed by the street department). Replacement of parking permits will cost \$10.00 each, payable upon receipt. Tenants are responsible for informing all guests of these parking rules.
5. **Waterbeds:** Lessee shall not have a waterbed on the premises, unless written permission is given and proof of insurance has been submitted to Owner. An additional deposit may be required.
6. **Conduct:** Lessee agrees to the rules of reasonable conduct and regard for others with respect to noise, odors, disposal of refuse, parking and lawns. Use of common areas shall incorporate as conditions of the Agreement and shall be binding upon Lessee. Lessee shall require all other persons on the premises to conduct themselves in a manner that does not unreasonably disturb the neighbors or constitute a breach of the peace. No kegs of beer shall be permitted on the premises or grounds.

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POSSESSION. If owner is unable to deliver possession at the commencement thereof, Owner shall not be liable for any damages caused thereby, nor shall this agreement be void or voidable, but Lessee shall not be liable for any rent until possession is delivered.

DEFAULT. If lessee shall fail to pay rent when due, or perform any service thereof, after not less than (10) days written notice of such default delivered to Lessee at the rental's unit address shown above, the Owner, at the Owner's option, may terminate all rights of the Lessee hereunder, unless Lessee, within said time shall cure such default. If lessee abandons, or vacates the property, while in default of payment of rent, Owner may consider any personal property left on premises to be abandoned and may dispose of the same in any manner allowed by law. In the event the owner believes the abandoned property has no value, the personal property may be discarded. All personal property on the premises is hereby subject to a lien in favor of Owner for payment for all sums due hereunder, to the maximum extent allowed by law. Lessee agrees that in the event of default in payment, reasonable collection agency fees equal to fifty (50) percent of the delinquent balance and reasonable attorney fees, shall be added to amount due on the account, plus any applicable court costs. In the event of a default of Lessee, under the terms of the Agreement, Owner may elect to (a) continue the Agreement in effect and enforce all rights and remedies hereunder, including and right to recover rent as it becomes due or (b) at any time, terminate all of Lessee's rights hereunder and recover from Lessee and damages Owner may incur by breach of of this Agreement, including the costs of recovering the premises and including the worth at the time of such termination, or at a time of entry of judgment if suit be instituted to enforce this Agreement, of the amount of such rent lost by reason of Lessee's default. If Lessee has supplied any false or misleading statements on Lessee's Lease application, the owner may declare the Lease in default.

JURISDICTION AND VENUE. All questions concerning the meaning, execution, construction, effect, validity, and enforcement of the Lease shall be determined pursuant to the laws of the State of Indiana. The place for filing any suits or other proceedings with respect to this Lease shall be Delaware County, the county in which the premises are located.

SECURITY. The security set forth, shall secure the performance of Lessee's obligations hereunder. Owner may, but shall not be obligated to, apply all or any portion of said deposit on the account of the Lessee's obligations hereunder. Lessee shall not have the right to have the security Deposit applied to payment of rent.

WAIVER. No failure of Owner to enforce any provisions hereof or to declare Lessee in default shall be deemed a waiver of any rights or remedies in the event or a continuing or future default by Lessee, nor shall any acceptance of a partial payment or rent be deemed a waiver of Owner's right to the full amount thereof.

NOTICES. Any notice which either party may or is required to give, shall be sufficient if given by mailing the same, postage paid, to Lessee at the address of the rental unit as shown at the beginning at this Agreement, or C&M Property Management, LLC, at the address shown below.

LEASES. Tenants are given one copy of lease per living unit. Any additional copies of leases requested by tenants will be charged at \$1.00 per page.

APPLIANCES. Tenants are not allowed to add additional appliances (washer, dryer, dishwasher, space heaters, air conditioners) to rental unit unless owner gives written authorization. If any of the utilities for rental unit then tenant will be responsible for additional costs of utilities incurred by owner.

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MOVE-OUT REQUIREMENTS:

Requirements to be fulfilled but are not limited to:

Full term of lease agreement

No unpaid charges or delinquent rents

Intent of notice to vacate submitted and forwarding address must be provided to landlord in writing and mailed certified to incur return of said deposit.

All keys must be returned at move-out date

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Estimated Cleaning and repair Charges
(These do not include specialized labor or parts)

Cleaning

<input type="checkbox"/>	Clean refrigerator	\$	50.00
<input type="checkbox"/>	Clean behind refrigerator	\$	25.00
<input type="checkbox"/>	Clean oven	\$	75.00
<input type="checkbox"/>	Clean stove hood	\$	25.00
<input type="checkbox"/>	Clean under range top	\$	25.00
<input type="checkbox"/>	Replace vent hood filter	\$	15.00
<input type="checkbox"/>	Clean tub/shower	\$	20.00
<input type="checkbox"/>	Clean toilet and sink	\$	20.00
<input type="checkbox"/>	Clean bathroom cabinets	\$	20.00
<input type="checkbox"/>	Vacuum throughout dwelling	\$	25.00
<input type="checkbox"/>	Clean tile	\$	60.00
<input type="checkbox"/>	Clean dishwasher	\$	25.00

Flooring

<input type="checkbox"/>	Deodorize carpet	\$	85.00
<input type="checkbox"/>	Replace carpet (per room)	\$	400.00
<input type="checkbox"/>	Repair hardwood flooring	\$	600.00
<input type="checkbox"/>	Refinish hardwood flooring (per room)	\$	400.00
<input type="checkbox"/>	Replace kitchen linoleum	\$	400.00
<input type="checkbox"/>	Replace bathroom linoleum	\$	250.00
<input type="checkbox"/>	Repair floor tile	\$	40.00
<input type="checkbox"/>	Replace kitchen floor tile	\$	300.00
<input type="checkbox"/>	Replace bathroom floor tile	\$	200.00

Walls and Doors

<input type="checkbox"/>	Repair trim by back door	\$	35.00
<input type="checkbox"/>	Repair hole in wall	\$	150.00
<input type="checkbox"/>	Remove wallpaper	\$	150.00
<input type="checkbox"/>	Repaint wall	\$	695.00
<input type="checkbox"/>	Nail hole per occurrence	\$	5.00
<input type="checkbox"/>	Replace interior door	\$	150.00
<input type="checkbox"/>	Replace exterior door	\$	250.00
<input type="checkbox"/>	Repair forced door damage	\$	250.00
<input type="checkbox"/>	Replace garage door	\$	450.00

Plumbing

<input type="checkbox"/>	Replace kitchen faucet	\$	75.00
<input type="checkbox"/>	Replace bathroom faucet	\$	60.00
<input type="checkbox"/>	Replace faucet aerator	\$	10.00
<input type="checkbox"/>	Replace shower head	\$	20.00
<input type="checkbox"/>	Replace toilet	\$	150.00
<input type="checkbox"/>	Replace garbage disposal	\$	100.00

Windows and Window Coverings

<input type="checkbox"/>	Replace single window pane	\$	130.00
<input type="checkbox"/>	Replace double window pane	\$	200.00
<input type="checkbox"/>	Replace venetian blinds	\$	25.00
<input type="checkbox"/>	Replace screens	\$	50.00

Electrical

<input type="checkbox"/>	Replace light bulb	\$	5.00
<input type="checkbox"/>	Replace light fixture	\$	40.00
<input type="checkbox"/>	Replace electrical outlet/switch	\$	20.00
<input type="checkbox"/>	Replace coverplate	\$	5.00

Locks

<input type="checkbox"/>	Replace door key	\$	15.00
<input type="checkbox"/>	Replace cylindrical door lock	\$	40.00
<input type="checkbox"/>	Replace deadbolt lock	\$	40.00

Miscellaneous

<input type="checkbox"/>	Replace laminate countertop	\$	200.00
<input type="checkbox"/>	Replace medicine cabinet	\$	75.00
<input type="checkbox"/>	Replace vanity	\$	150.00
<input type="checkbox"/>	Replace towel bar	\$	25.00
<input type="checkbox"/>	Replace shower curtain rod	\$	25.00
<input type="checkbox"/>	Replace shower/tub enclosure	\$	500.00
<input type="checkbox"/>	Remove junk and debris	\$	100.00
<input type="checkbox"/>	Replace garage door opener	\$	75.00
<input type="checkbox"/>	Replace mirror	\$	75.00
<input type="checkbox"/>	Replace mailbox and post	\$	75.00
<input type="checkbox"/>	Replace mailbox on house	\$	30.00
<input type="checkbox"/>	Load of fill dirt	\$	100.00

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ADDITIONAL TERMS AND CONDITIONS.

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I (We) as the Lessee(s) of the above designated property have read, understand, and agree to abide by the covenants and agreements contained herein. This is a legally binding contract, if not understood, seek competent legal advice. IN WITNESS THEREOF, the parties of have executed this agreement this *Error! Reference source not found.* day of *Error! Reference source not found.*, 2015.

THIS LEASE IS NOT VALID UNTIL SIGNED BY THE OWNER OR OWNER'S AGENT.

X

LESSEE

X

CO SIGNER

X

LESSEE

X

CO SIGNER

X

LESSEE

X

CO SIGNER

X

LESSEE

X

CO SIGNER

X

LESSEE

X

CO SIGNER

Mark D. Price, Owner, C & M Property Management, LLC,

Agent of Wagner Auctioneering & Real Estate

RECEIPT FOR RENT AND SECURITY DEPOSIT. Owner or Owner's agent received the following payment from Lessee:

Initial Security Deposit:	\$ Error! Reference source not found.
Security Deposit Remainder due prior to move-in	\$ Error! Reference source not found.
1st month's rent: due on August 1 or move-in, whichever is earlier	\$ Error! Reference source not found.
Total amount due on or before move-in:	\$ Error! Reference source not found.

Make payment at bsucrubs.com, click on the Pay Rent Online icon. Once you're registered, use the echeck option for the free payment method. You will need a bank routing number and checking/savings account number to use the free option. You may also use a debit or credit card, but those transaction types are subject to convenience fees.

If you making a security deposit by check, please make your check payable to C & M Property Management, LLC.

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Lead-Based Paint Disclosure (Rental)

Street Address:	Error! Reference source not found.				
City:	Muncie	State:	IN	Zip:	Error! Reference source not found.

WARNING! LEAD FROM PAINT, DUST, AND SOIL CAN BE DANGEROUS IF NOT MANAGED PROPERLY

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below): (i) _____
 Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).
 _____ (ii) X Lessor

has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the lessor (check (i) or (ii) below):

(i) _____ Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).
 _____ (ii) X Lessor

has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (initial)

(c) _____, _____, _____, _____, _____, _____, Lessee has received copies of all information listed above.

(d) _____, _____, _____, _____, _____, _____, Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*. **Agent's Acknowledgment**

(e) _____ Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852(d) and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate. **Penalties for failure to comply with Federal Lead-Based Paint Disclosure Laws include treble (3 times) damages, attorney fees, costs, and a penalty up to \$10,000 for each violation.**

_____	_____	_____	_____
Lessee	Date	Lessee	Date
_____	_____	_____	_____
Lessee	Date	Lessee	Date
_____	_____	_____	_____
Lessee	Date	Lessee	Date
_____	_____		
Lessor	Date		

Smoke Detector Compliance Form

Property Address: Error! Reference source not found.

Landlord and Manager:
C & M Property Management, LLC.

TENANT(S):

Printed:

Signed:

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Date: _____

Tenants are required to sign off on working smoke detectors

Indiana Code 32-31-5-7 requires that (a) at the time the landlord delivers a rental unit to a tenant, the landlord shall require the tenant to acknowledge in writing that the rental unit is equipped with a functional smoke detector, and (b) neither the landlord nor the tenant may waive, in a rental agreement or separate writing, the requirements under IC 22-11-18-3.5.

Indiana Code 22-11-18-3.5 details the installation of smoke detectors according to code. Indiana Code 32-31-7-5 requires the tenant to ensure that each smoke detector installed in the tenant's rental unit remains functional and is not disabled. If the smoke detector is battery operated, the tenant shall replace batteries in the smoke detector as necessary. If the smoke detector is hard wired into the rental unit's electrical system, and the tenant believes that the smoke detector is not functional, the tenant shall provide notice to the landlord by written notification of the need to repair or replace the smoke detector.

A landlord who violates Indiana Code 22-11-18-3.5 (1) at the time the landlord delivers a rental unit to a tenant, or (2) if the smoke detector is wired into the rental unit's electrical system, by failing to repair or replace the inoperable smoke detector not later than seven (7) days after receiving written notice by certified mail (return receipt requested, of the need to repair or replace the inoperable smoke detector), commits a Class B infraction (up to a \$1,000 fine). However, the offence is a Class A infraction (up to a \$10,000 fine) if the landlord has a prior violation for an offense under this section.



Rights and Responsibilities of Tenants Affidavit of Occupancy **(Please return one copy of this with all tenants information included on page 3)**

SECTION 1-Property Information

Property Address: Error! Reference source not found. **Muncie**, Error! Reference source not found.

Owner and Property Manager Info:

[NOTE: 1) physical street address required – P.O. Box is unacceptable; 2) if owned by a partnership (corporation), indicate the General Partner (President) using his/her personal home address]

MANAGER:

NAMES : C & M PROPERTY MANAGEMENT, LLC.

d/b/a

STREET ADDRESS: 2815 N Oakwood Ave.

CITY/STATE/ZIP: MUNCIE, IN 47304

PHONE: (765) 808-6107

PRINCIPLE CONTACT: MANAGER

SECTION 2-Overview of Code (Tenant's Rights)

Below is a partial listing of property requirements/limitations set forth in the Muncie City Code. A complete copy of the code is available from the Building Commissioner's Office on the third floor of Muncie City Hall, 300 N. Walnut, Muncie, IN 47305. Any violations should be reported to the Landlord and a mutually agreeable time set by which the problem should be remedied. If after a reasonable amount of time after being brought to the attention of the landlord the defect is not corrected, it should be reported to the Building Commissioner's office (747-4862).

Occupancy

According to the formula set forth in 155.32 of Muncie's Housing Code, the number of occupants permitted for this unit is limited to a

Maximum of Error! Reference source not found. adult persons.

Square footage and number of bathrooms determine the maximum number of occupants. For two (2) adult occupants there must be 400 square feet of heated living space meeting code requirements; 650 sq. ft. for three (3) persons; 900 sq. ft. for four (4) persons; and 500 additional square feet for each occupant over four (4) up to a maximum of six (6). For each occupant over six (6), a variance is required as well as 500 square feet each. In addition to the square footage requirement, there must be a bathroom for each (4) adult occupants.

Parking

One "off street" parking space is required for each adult occupant. Without a variance, parking areas must conform to the Muncie City Code (may be obtained from the Building Commissioner's office at City Hall 747-4862). Parking on grass is prohibited by law.

Light, Ventilation, and Space

Each unit shall meet minimum light and ventilation requirements. In general, all spaces or rooms shall be provided sufficient light and vent so not as to endanger health and safety.

Each unit shall have minimum square footage requirements for each sleeping room. The minimum bedroom requirement is 90 sq ft. for 1 occupant or 60 sq ft. for each additional occupant thereof. Also, the number of adult occupants shall not exceed twice the number of bedrooms.

Plumbing and Fixtures

Each unit must include its own plumbing facilities which operate properly, can be used in privacy, are adequate for personal cleanliness and disposal of human waste. It provided, all kitchen fixtures shall function as indicated.

Heating, Mechanical, Electrical

All equipment shall function as designated.

All units shall be capable of maintaining a room temperature of 70 degrees.

Every habitable room shall contain no less than 2 separate outlets, one of which may be switched and/or a ceiling fixture.

Fire Safety

Every sleeping room must have approved, direct means of egress/exit to the exterior.

All units must have a smoke detector/alarm installed and functioning as per the Muncie City Code. It is the responsibility of the occupant to maintain the detector in good working condition.

SECTION 3-General Responsibilities

Responsibilities of Tenants

Cleanliness: Tenants must maintain in a sanitary condition the part of the structure and supplied fixtures he or she occupy or control.

Noise: Tenants shall not create noise that disturbs the comfort of others.

Trash: Every occupant shall be responsible for the removal of garbage from the unit.

Each tenant is required to maintain his or her own copy of this Tenancy Agreement and Affidavit of Occupancy on the premises listed at the top of this form.

Responsibilities of Owners (in addition to property requirements of Section 2 above)

Maintain public areas: While the landlord may require through a lease that the tenant mow the lawn, be responsible for general clean-up, etc, it is the Landlord's responsibility to enforce such a clause. Ultimately, the City of Muncie may cite a landlord for violating a weed ordinance, maintaining a nuisance, etc. **if a situation results in repeated complaints to the Building Commissioner's office**, regardless of the lease's wording. The City of Muncie is not responsible for enforcing the provisions of any landlord's lease. Each Property Owner is responsible for ensuring this document is executed and is required to keep a copy on file. If managed by a third party, that Property Manager is required to have a copy on file.

SECTION 4-Affidavit of Occupancy Term of Lease

Under penalties of perjury, the undersigned hereby affirm and attest that:

1. The only occupants of the above named property (Section 1) are listed below and that no other person does or shall occupy these premises.
2. Each has read in its entirety Sections 2 & 3 regarding Overview of Code and Responsibilities of Tenants and Owners.

Tenant #1 Name: Error! Reference source not found.
Permanent Address: _____
City/State/Zip: _____
Signature: _____ Date: _____

Tenant #2 Name: Error! Reference source not found.
Permanent Address: _____
City/State/Zip: _____
Signature: _____ Date: _____

Tenant #3 Name: Error! Reference source not found.
Permanent Address: _____
City/State/Zip: _____
Signature: _____ Date: _____

Tenant #4 Name: Error! Reference source not found.
Permanent Address: _____
City/State/Zip: _____
Signature: _____ Date: _____

Tenant #5 Name: Error! Reference source not found.
Permanent Address: _____
City/State/Zip: _____
Signature: _____ Date: _____

Tenant #6 Name: Error! Reference source not found.
Permanent Address: _____
City/State/Zip: _____
Signature: _____ Date: _____

Tenant #7 Name: Error! Reference source not found.
Permanent Address: _____
City/State/Zip: _____
Signature: _____ Date: _____



**Congratulations on leasing your property at
Error! Reference source not found.
for the 2015-2016 school year!**

Your move-in date is Error! Reference source not found.

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Here's what to do next:

- **Pay your security deposit through the Pay Rent Online banner on BSUCribs.com**
- **Have your parents complete their Guarantor page and either:**

Scan the document and email to: Maricel@bsucribs.com

Or

Fax the document to: [\(765\) 226-5290](tel:(765)226-5290)

**For any help or additional questions, please visit
BSUCribs.com and file a contact request form or call us directly at
(765) 808-6107.**

- **Lastly, make sure to call the office two weeks prior to your move-in to set up your move-in appointment.**