

Reserve at the Falls

29 University Estates Boulevard
Athens, Ohio 45701
740.566.4400

How to Begin A Lease At The Falls

BEFORE BEGINNING ANY OF THIS PROCESS APPLICANTS MUST READ OVER ALL DOCUMENTS ON OUR WEBSITE'S DOCUMENT PAGE

PHASE 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 \$50 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 checks 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

No Apartment will be held until all information is dropped off from Phase 1.

PHASE 2-- SECURITY DEPOSIT

After applications have been processed and approved you will receive an email requesting a security deposit equal to one month's rent. This security deposit must come in the form of personal checks, cashier's checks or money orders. Additionally, if you are going to be living with a pet in a pet-friendly apartment, your \$300 non-refundable pet fee/per pet will be due at this time. We will also request an image of dog/s on this approval email to verify it is not a restricted breed. We do not allow mixed breeds of our restricted breeds so dogs that have the appearance of a mixed breed will be denied. ***Please note our breed restrictions include: Rottweiler, Pit Bull, Akita, Doberman, boxer and German Sheppard.***

CASH WILL NOT BE ACCEPTED FOR SECURITY DEPOSITS OR PET FEES.

PHASE 3 --LEASE SIGNING

The signing of your lease can be scheduled after the above requirements have been met. Leases will only be signed during the following times (M-F 9-4; Sat 11-3pm; Sun 12-3), and **BY APPOINTMENT ONLY.** We require ALL lease holders to be present at time of signing.

MOVE IN/AEP ACCOUNT NUMBER/RENTERS INSURANCE **HIGH IMPORTANCE!!**

Tenants may only move in during the following times (M-F 9-4; Sat 10-3pm; Sun 12-3). If you make it in past these hours you will be required to wait until the following day to move in. Also, your **AEP account number** is due at move in before we will release keys as well as a copy of your **Mandatory Renter's insurance.**

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

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

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

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