

# THE NICASTRO PROPERTIES MANAGEMENT CO.

## Leasing instructions & how to apply

Thank you for your interest in our rental units! As you probably know, off campus housing is in very high demand. To help you through the leasing process, we've created this simple set of instructions that will answer most of your questions and give you the best chance to be chosen for a unit. We are a web based management company which gives us the ability to complete the entire leasing process online!

1. First, designate a **GROUP LEADER**. This person will be in charge of collecting each group members application fee and holding deposit as well as setting up your payment account. Your payment account is any bank account you choose from where your application fees, holding deposit and rent will be electronically debited. The group leader should have each person in the group fill out an application online at [www.nicastroproperties.com](http://www.nicastroproperties.com). Make sure each group member lists the correct group leader and group members on their application so that we know which group you are in!
2. After specific rental terms are met, the group leader will be responsible to collect each member of the groups application fee and holding deposit. The group leader should deposit the group funds into your payment account. (Note: no fees or deposits are debited until we receive your signed lease and there are no fees if you are not chosen to rent with us.)
3. Nicastro Properties will then email the group the lease and automatic payment form. The group leader should print the lease and have each group member sign it. The group leader should also print the automatic payment form and fill it out so that we may debit your payment account after your lease is turned in. Both the signed lease and automatic payment form must be turned in via fax or email. Be sure to send all pages of the lease! Once these forms are turned in, we will debit your payment account for your group application fees and holding deposit. (Note: incomplete leases will not be accepted!)
4. Nicastro Properties will then email guarantor forms to your guarantors along with a copy of your lease. These forms need to be printed and then signed in front of a notary public and returned via fax or email to Nicastro Properties within FIVE days! Failure to return the guarantor forms on time could cost your group the house! The leasing process is complete once all unaltered guarantor forms are returned.

Example: If 4 people want to rent a building that costs \$2,000 per month, each group member should first fill out an application online. Next, each member should give the group leader their \$30 application fee and \$500 holding deposit (\$2,000/4) to deposit into your payment account. If your group is chosen for the house your payment account will be debited for \$2,120 (\$2,000 holding deposit + \$120 application fees). **PLEASE BE CLEAR ON HOW THE AUTOMATIC PAYMENT PROCESS WORKS!!! THIS DEBIT MUST CLEAR BEFORE YOUR LEASE IS FINALIZED!!**

**If you have any questions, do not hesitate to email us at [info@nicastroproperties.com](mailto:info@nicastroproperties.com).**

Finally, we've included a helpful guide below to help give you the best chance of leasing one of our units!

	(Circle One)
Has each group member filled out an application online?	Yes / No
Has the group leader collected & deposited all application fees?	Yes / No
Has the group leader collected & deposited all holding deposits?	Yes / No
Did all group members sign the lease?	Yes / No
Did the group leader return the signed lease via email or fax?	Yes / No
Did the group leader return the payment form via email or fax?	Yes / No

All of the questions should be answered "Yes" for your group to be considered. Any missing information will hinder your chance of leasing. Good luck!