



# VENICE PROPERTIES

## Leasing Instructions

Thank you for considering Venice Properties! 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 all the information you need complete the application and leasing package.

1)Choose a Group Leader: Before applying, you must decide on a group leader who will be your point person for everything connected to your rental experience.

2)Application: Everyone needs to fill out the rental application by visiting our website at <http://www.veniceprops.com>. Each group member must indicate who the group leader is, and fill out the application entirely (especially the co-signer information). After all group members have applied, the group leader should email us. Everyone is required to pay a \$40 application fee. This is payable by clicking the PayPal link at the bottom of the application on our website. We cannot begin preparing the leasing package until all applications have been submitted and application fees have been paid. Finally, everyone should give the group leader their portion of the security deposit so that it can be deposited into their account. We will collect this once the leasing package is completed.

3)Complete the Leasing Package: Venice Properties will email the leasing package to everyone (residents and co-signers) for electronic completion. Residents will be asked to sign a copy of the lease and co-signers will be asked to sign the guarantee. You will electronically sign the lease and fill in your Social Security Number. When the lease has been fully signed you will be emailed a copy for your records.

4)Leasing Package Deposit: We will collect the entire deposit from the group leader's account after the leasing package has been completed.

All of the questions below should be answered "yes" for your group to be considered:

Has each group member filled out an application online and paid the application fee?

Has the group leader collected and deposited the security deposit money from everyone?

Did all group members and co-signers complete the leasing package electronically?

Did the group leader complete the ACH Debit form and upload a copy of voided check?

