

PELLA COMPANY

STEP-BY-STEP GUIDE TO RENTING AN APARTMENT

FALL 2010-2011

Thank you for considering Pella Company! We will do our best to help you find exactly what you are looking for. We have great tools available to make your search quick and easy. Please follow our instructions below for optimal results.

- 1. Visit us on the web at PELLACO.COM. We have a great website that will make it easy to narrow down your search. Simply click the number of bedrooms you are interested in and a location for a list of what we have to offer. You can also get a complete listing in our office.**

- 2. Once you have found the apartments you are interested in, we encourage you to visit the locations and try to view them on your own. This will help you get the best location before we put the units on the market for the fall in January. If the current tenants are not in or you do not feel comfortable going out on your own, we have a note that you could leave for them asking them if they are renewing. If you find a unit that you like that the tenants do not plan to renew you can see if they will sign their intent to renew form (we email it to them or you can pick one up in our office) indicating their decision not to renew and give it to you. Once you have that form signed by all of the original tenants, you can bring that to our office along with your full security deposit and sign the lease before we put the unit on the market (provided that they had not already given the form to anyone else and that Pella approves) for everyone in January. This option is available only until the deadline for them to turn in the form expires.**

- 3. After all applications have been approved, a security deposit equal to one month's rent is due upon signing the lease. Please be sure that the following is complete before signing a lease:**
 - The deposit is paid in the form of cash, check or money order.**
 - All applications are filled out fully and correctly.**
 - Each person on the lease must have a valid state issued ID.**
 - Any out of state student is prepared to pay in advance for August 2011.**

- 5. Once everyone has signed the lease, a two week deadline will be set to have all tenants obtain a parent guarantor ORIGINAL signature. (no faxed or photo copies will be accepted).**

**WELCOME TO PELLA COMPANY
WE WILL SEE YOU IN THE FALL!!!**

52 E. 15th Ave. ● Columbus ● Ohio ● 43201 ● 614/291-2002

www.pellacompany.com