



Regarding NEW TENANTS ONLY! Does not apply to our renewing or current Tenants.

Thank you for your interest in Westside Village. This document explains all the steps necessary to be placed on our waiting list. We will begin accepting applications on October 10th at 9am. If you would like to view an apartment prior to turning in your applications you can stop by our office October 9th thru October 12th between the hours of 11:00 am and 4:30 pm to view the apartment of your choice. We will begin finalizing leases on October 17th at 9am. Do not camp out or show up without an appointment on October 17th. We will be contacting groups on our wait list to schedule appointments.

All rates and utility information can be found on our website at www.rentwestsidevillage.com. Apartments are priced per unit, not per person. All leases are joint and several, meaning we view you as a group and not as individuals. Some of our units include Direct TV, high speed Internet and free heat! Please visit our website for more detailed information. We offer on-site laundry facilities that are clean and modern. The laundry facilities include cable TV, free Wi-Fi Internet, security cameras and is open 24 hours, making them some of the best in town.

Westside Village offers off-street, assigned parking for an additional fee. Price matching is available to ensure the lowest parking rates in town. Sign up for parking at the time you sign your lease and receive a discount on parking.

Our current residents have been given until 5 PM October 12th, to renew their lease. October 15th we will be contacting people on our waiting list to finalize leases, further detailed information can be found below. We will assign the available units to those on our waiting list on a first-come, first-served basis.

THE NEXT STEP

1. Interested parties must choose a group leader. This person will be the main contact through the entire leasing process.
2. Each roommate must complete and sign an application and include check or money order for the non-refundable \$45 application fee, per person. List top 3 choices making sure all roommates have the same top 3 choices. All applications must be fully filled out. Any omissions of information could result in rejection of the application. The group leader must hand in all applications and money for your entire group.
3. To be placed on our waiting list, your group must turn in one check or money order for \$75, which is non-refundable. If the group signs a lease for an apartment, a \$50 rental credit will be applied towards the first month's rent.
4. Once we have accepted all group member applications, we will be contacting the group leader to schedule an appointment for lease signing beginning October 15th. Once the group leader has been notified of your assigned unit, the group will be given 2 business days to respond with a decision regarding the lease agreement. If we do not hear from the group leader within 2-business days no monies shall be refunded and the group will be moved to the bottom of the wait list. After your group leader has been contacted, you will have 5-business days to schedule an appointment to come in to the office to finalize the lease agreement and pay the security deposit. Office hours are Monday thru Friday 9-5. At the time of lease signing, the group must bring a security deposit check or money order equal to one months rent. All members of the group must be present for lease signing.
5. Westside Village requires a notarized parental guarantee for each roommate. This must be received within 5 business days of the lease signing. This document can be found on our website and should be mailed directly back to us. We will not accept the notarized parental guarantee form via fax or email, it must be the original notarized document.

If you have any questions regarding our apartments, please call, email, stop by or visit our website.

