

# Dean Brunner Rentals

[www.deanbrunner.com](http://www.deanbrunner.com)

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## HOW TO RENT ONE OF OUR APARTMENTS

1. First, get your group together. Make sure everyone is in agreement and committed. Have you visited the property? (This is definitely recommended!) Make sure you have discussed the matter with your parents, and the roommates you have chosen are people you get along with. Each applicant is required to have a guarantor. Once you have paid your deposit and the lease is signed, it is a binding contract. **We DO NOT allow subletting.** We lease on a first come, first qualified basis.
2. Each person in your group must fill out a rental application and have a 3<sup>rd</sup> party guarantor form signed: **ONE APPLICATION and photo ID and ONE 3<sup>rd</sup> Party Guarantor form and photo ID PER PERSON.** Applications and 3<sup>rd</sup> Party Guarantor forms are available under the “Forms” tab on our website. Turn in the full set of completed applications with photo IDs to the office; use the mail slot in the door if no one is there. You may also email forms to: [dbr@deanbrunner.com](mailto:dbr@deanbrunner.com). **We will not process your applications until we receive all paperwork for everyone in your group. However, we WILL process for 1 less than the intended maximum occupancy amount, provided it is understood that your group is financially liable for the whole security deposit and all rents regardless of locating a final roommate (ask for details). We will not process INCOMPLETE applications. ALL information requested must be completed.**
3. We require **SECURITY DEPOSIT at Lease Signing.** Cash or check is acceptable. Each person may pay their portion or one payment is acceptable too. Credit card payments (a convenience fee will apply) may be submitted through our website: [www.deanbrunner.com](http://www.deanbrunner.com). Security Deposits are strictly a deposit. They do NOT include any rent payments.
4. All names of all the tenants will appear on ONE lease and must be signed by all lessees. Thus, you will be jointly and severally responsible for the apartment. 3<sup>rd</sup> party guarantors DO NOT sign the LEASE, and therefore are not considered a tenant and/or lessee.
5. Timetable for applications, deposits, etc., are as follows:
  - **The full security deposit, is due at the time you sign the lease.** Separate checks, cash or credit cards are acceptable (credit card payments must be done through our website. A convenience fee will apply). **If you really want a place, make sure everyone has their deposit ready!**
  - When your applications are approved an appointment will be made for your group to sign the lease. **Signings are usually scheduled within 48 hours of approval. All tenants will need to be at the signing at the same time.** Appointments can be made outside of normal business hours. We do not hold apartments!
  - First month's rent is due on or before May 20<sup>th</sup> (of the current leasing year)  
**Only one check will be accepted for rent.**
6. Leases are for approximately 352 days and run from June-June.
8. The quickest and best way to get a response from us is through email: [dbr@deanbrunner.com](mailto:dbr@deanbrunner.com). Make sure to include your phone number in your email in case we need to contact you or need clarification on something.