

# OMEGA PROPERTIES

115 E. 6<sup>TH</sup> ST. SUITE 1 – BLOOMINGTON, IN 47408

O: 812.333.0995 – F: 812.333.0996 – E: OMEGAPROPERTIES@GMAIL.COM

## Checklist for Lease Signing Appointment

Omega Properties requires all of the following items, in whole, before lease signing in order to continue the leasing process. Please complete and submit all items listed, prior to your appointment, as failure to do so will result in the cancellation of your lease signing appointment. Thank you!

### Lease Signing Appointment Checklist:

1. \_\_\_\_\_ Security Deposit - **NO CASH ACCEPTED**

- The Security Deposit is non-negotiable and is equivalent to the total amount of one month's rent at the property you will be leasing. Security deposits are not allowed to be applied towards any amount of the monthly rent amount during any given month. Security deposits are a down payment for charges that are incurred from the Move-In Date until the Move-Out Date listed on your lease. Typical charges to a security deposit are cleaning, carpet cleaning, and tenant damage to the property. A full list of charges, information about deposits, and a copy of the lease are available at [www.omegabloomington.com](http://www.omegabloomington.com)

2. \_\_\_\_\_ August Installment - **NO CASH ACCEPTED**

- The August Installment is non-negotiable and is equivalent to the total amount of one month's rent at the property you will be leasing. August Installment covers the rent for the time in August at the beginning of your lease and the time in August at the end of your lease. Upon move-in, the first rent payment will be due September 1 and the final rent payment will be due July 1.

3. \_\_\_\_\_ Parent Guaranty

- Tenants will not be allowed to move into a property unless Omega Properties has a signed, valid Parent Guaranty from each tenant at the property you will be leasing. Information and Parent Guaranty forms can be found on our website at [www.omegabloomington.com](http://www.omegabloomington.com)

4. \_\_\_\_\_ Government Issued Driver's License or ID Card