

# PELLA COMPANY

## ***STEP-BY-STEP GUIDE TO RENTING AN APARTMENT FOR FALL***

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](http://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.
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 speed up your selection. Or you can call our office and schedule a tour but tours have a limited availability and you are limited to viewing three properties in one showing so this process can take a bit longer.
3. Once you have found the location you really like, stop in the office or visit the website to fill out an application. Please submit all applications and State ID to a leasing representative.
4. 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 the last month of the lease (July of the year the lease ends).
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  
WE WILL SEE YOU IN THE FALL!!!**

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[www.pellacompany.com](http://www.pellacompany.com)**