

Thank you for your interest in living with Legacy Realty & Property Management!

Important Dates:

September 15th - Wait List opened to new tenants – Get on the list now!!

Oct. 1st – All Renewal paperwork goes out to current tenants

Oct. 15th – All Renewal paperwork DUE – current tenants, if you want to stay in your apartment for next year get your paperwork in by 5:00pm. No exceptions!!!

Oct. 15th - We will begin contacting Wait List groups and accepting applications

Oct. 17 – Oct. 31 – Apartment showings

Nov. 1st – Finalize leases for renewal units and new tenants

Need to Know:

- All rates and utility information can be found on our website at www.legacystatecollege.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
- Parking is completely separate from your unit lease. We have lots of parking available – ask Amy for details!

If you want to be put on the Wait List here's what you need to do:

1. **Choose a group leader.** This person will be the main contact through the entire leasing process.
2. **Turn in the Wait List** – Fill it out completely and return it to LRPM in person or by scanning and emailing it. The sooner the better, we date and time stamp each one.
3. **Schedule a tour** – We will be contacting the group leader to schedule an appointment for the available properties beginning October 17, 2018. Again, the sooner the better! Talk as a group ahead of time, figure out days/times that all of you can attend a tour
4. **Decide if you want to rent it** – After the tour you will be asked to decide if you want to lease the unit. We encourage you to make a decision promptly and come prepared – each roommate must complete and sign a rental application and include the non-refundable application fee of \$45.00, per person.
5. **To hold the unit** – ALL applications must be fully completed and ALL application fees must be submitted to LRPM by the group leader for us to hold the unit. We will not hold the unit any longer than 48 hours.
6. **To secure the unit** – Sign the Lease – you will have 10 business days to come in to the office to sign the lease agreement and pay the security deposit.
7. **Parental Guaranty** - Legacy Realty & Property Management, LLC requires a notarized parental guaranty 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.

We look forward to working with you!



2019/2020 Wait List Request

THANK YOU for your interest in renting from Legacy Realty for the 2019/2020 leasing season! We are looking forward to working with you! Once we have your assignment we will contact you with specific details.

Please provide the following information and PRINT clearly! If we can't read it, we can't call you!

Group Leader Full Name: _____

CELL PHONE: _____ EMAIL: _____

Please list ALL intended tenants:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

First Choice Rental Property: _____

Second Choice Rental Property: _____

Third Choice Rental Property: _____

Please completely fill out this form and return to:

Legacy Realty & Property Management
612 West College Avenue
State College, PA 16801
Phone: 814.272.7772
Email: info@legacystatecollege.com
Website: legacystatecollege.com