

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

### Important Dates:

- September 15<sup>th</sup>** - Wait List opened to new tenants – It's FREE ~ Submit a Wait List Request now!!  
**Sept. 30<sup>th</sup>** – All Renewal paperwork goes out to current tenants  
**Oct. 15<sup>th</sup>** –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. 15 -18<sup>th</sup>** – Wait Listers are notified of available units  
**Nov. 1<sup>st</sup>** – 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](http://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 parking at most of our properties.

### 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 Request** – 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. **Respond Promptly** – We will be contacting the group leader for the available properties beginning October 18, 2022. Again, the sooner the better!
4. **Look at the unit** - Because of COVID 19 we are doing things a little differently this year. We will be offering virtual tours, unit photos and floor plans of each unit to interested renters. Later in the year, as the national health crisis concerns dissipate, we may be able to schedule an in person tour for you.
5. **Decide if you want to rent it** – We encourage you to make a decision promptly and be prepared – each roommate must complete and sign a rental application and include the non-refundable application fee of \$50.00, per person.
6. **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.
7. **To secure the unit** – Sign the Lease – you will have 10 business days to sign the lease agreement and pay the security deposit.
8. **Parental Guaranty** - Legacy Realty & Property Management, LLC requires a notarized parental guaranty for each roommate. This must be received within 15 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!

The Legacy Staff



## 2023/2024 Wait List Request

**THANK YOU for your interest in renting from Legacy Realty for the 2023/2024 leasing season!** We are looking forward to working with you! Once we have your request 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](mailto:info@legacystatecollege.com)  
Website: [legacystatecollege.com](http://legacystatecollege.com)