



GN ASSOCIATES REGISTRATION INFORMATION



Our current residents have been given until 5:00pm Wednesday, November 15, 2017 to renew their lease. In the meantime, we will be accepting applications, knowing that not all of our residents will need to renew. Immediately after the renewal deadline has passed, we will assign available apartments to those on our waitlist.

To apply for the GN Associates waitlist, you will need to do the following:

1. Each applicant must complete and sign an “Application & Agreement to Lease” in PEN. You must complete the application starting at ‘S.S. #’, sign the middle box explaining that a co-signer is required once you’ve been assigned an apartment, and the bottom of the application.
 - a. **At the very top of the application, only fill in** the ‘No. to Occupy Apt.’ blank and indicate if you would like a parking space.
2. Bring or mail at least one completed “Application & Agreement to Lease” (each group member will need to complete their own application) and **at least half of the entire apartment security deposit** (call the rental office for pricing). Please note that **this payment represents the security deposit and will not be applied as rent.**

*****Your group will be assigned a waitlist number by submitting only half the required security deposit, however you will not be eligible for early apartment offers. Groups on our waitlist that have submitted the entire security deposit will be given preference. *****

- a. Please make checks/money orders payable to GN Associates. Those using a credit card (Visa, MasterCard, or Discover) will have a one-time \$20.00 processing fee.
 - i. You must apply in person if you are using a credit card in order to sign a credit card authorization form.
 - ii. GN Associates does not deposit or withdraw any money until you are legally bound to an apartment for the 2018-2019 lease term.
 - b. GN Associates does not have an application fee.
3. **On a separate piece of paper**, please list the apartment buildings and styles your group is interested in. You may list up to three options.

For example: 1. Lion 2 bed/2 bath, 2. Town Square 2 bed/2 bath, 3. Graduate large 2 bed/1 bath
4. If the apartment style that you have listed as your first choice becomes available **before** November 15th, we will call to offer you the apartment. **If ANYONE in your group verbally accepts the apartment, the ENTIRE GROUP becomes legally bound for the lease for 2018-2019 and the security deposit will be processed.**
your group will only be eligible for an early offer if you’ve submitted the entire security deposit
5. **If you are still on our waitlist at 5:00pm on November 15, 2017** and we have any of the three apartment choices you have requested, **we will automatically assign an apartment to you and your roommates** (we will try to get you your first choice). **At that time, the Application & Agreement to Lease becomes legally binding.** We will call your group on November 16th to let you know if you’ve been ASSIGNED to an apartment.

We understand your plans may change, therefore, prior to 5:00pm on November 15th, you may cancel off the waitlist (if you have not already accepted an early offer), with no legal obligation and no money lost. Please keep in mind that ALL roommates must notify GN Associates of a cancellation in order for your waitlist number to be voided.

Once an apartment has been assigned to you, you are responsible for the lease for 2018-2019!



119 South Burrowes Street • State College, PA 16801
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APPLICATION AND AGREEMENT TO LEASE

OFFICE USE ONLY:

Tenant# _____

Building applied for _____ Apt. No. _____
 Type _____ No. to occupy Apt. _____ *Parking - Yes _____ No _____
 At \$ _____ per month/semester Lease ____/____/____ to ____/____/____ Yearly \$ _____

***Parking is rented at an additional cost based on availability. A separate parking lease must be signed.**

S.S. # _____ Date of Birth _____ Sex M _____ F _____

Applicant's full name (Please Print) _____

Applicant's present address _____

City _____ State _____ Zip _____ Phone () _____

Applicant's cell phone # _____ Applicant's e-mail address: _____

Applicant's former realtor and phone # _____

Name of Parent/Guardian _____

Address of Parent/Guardian _____

City _____ State _____ Zip _____ Phone () _____

Parent/Guardian's cell phone # _____

Parent/Guardian's Employer Name and Address _____ Phone () _____

BY SIGNING THE FOLLOWING LINE, THE APPLICANT UNDERSTANDS THE SIGNATURE OF A PARENT/GUARDIAN IS REQUIRED ON THE LEASE!

Applicant Signature _____

PARKING PRIVILEGES BY PERMIT ONLY - NO PETS PERMITTED - NO FIREARMS PERMITTED

CONDITIONS OF APPLICATIONS AND AGREEMENT TO LEASE

This deposit paid by applicant will be held in escrow as a security deposit until such time as the lease is terminated and the apartment is vacated. The cost of necessary cleaning, repairs, or replacements shall be deducted from the security deposit at termination of the lease. Under no circumstances will this deposit be considered as part of the rent.

This is a legally binding offer to enter into a lease for the above premises on the form in current use by GN Associates, and containing the above terms. If accepted by GN Associates, I understand that I am obligated to execute such a lease when it is tendered to me. If I attempt to withdraw this offer after acceptance, or I fail or refuse to execute such lease, GN Associates will make reasonable efforts to relet the premises on my behalf. If GN Associates is successful, I understand and agree that said deposit will be forfeited and retained as liquidated damages by GN Associates for its efforts in processing this application, holding the premises open on my behalf pending approval of this application, and making the necessary investigation of my character and reputation. However, until such time as GN Associates is able to relet the premises, I understand and agree that I shall remain liable for the monthly rental payments and other charges imposed in accordance with the terms of the proposed lease, which is agreed to be binding whether executed by me or not. No agreement except contained here will bind either the applicant, agent or owner.

I WARRANT THAT ALL THE ABOVE INFORMATION IS TRUE AND CORRECT AND AGREE TO THE TERMS AND CONDITIONS HERE-ON WHICH I HAVE READ AND UNDERSTAND.

Applicant's Signature _____ Dated _____ 20 ____

I acknowledge receipt of the Application and Agreement to Lease containing the acceptance by GN Associates.

_____ Date _____ 20 ____

Signature

This Application is accepted by GN Associates: _____

Signature



We, the members of waitlist # _____, understand and agree to the following:

- If offered an apartment **BEFORE** November 15, 2017:
 - We have 24 hours from the time the offer is made to accept or decline the offer. After 24 hours, the offer automatically goes to the next group if we have not responded. **Only one person can accept the apartment on behalf of the entire group.**
 - We can deny the offer and remain on the waitlist for the next apartment.
 - We can deny the offer and cancel from the waitlist without losing any money (each member of the group must cancel individually).
 - We can accept the offer and become immediately legally bound to the apartment for the 2018-2019 lease term.
 - To accept the offer, only **ONE** group member is needed to verbally accept for the entire group.
 - Your security deposits will be cashed.
- If we are no longer interested in a GN Associates apartment, we must EACH call or visit the office to cancel our application. **THE FINAL TIME TO CANCEL** is Wednesday, November 15, 2017 at 5:00pm. If we cancel before this deadline, we will not be charged any money and will not become legally bound to an apartment, IF an early offer was not accepted for our group.
- If we are still on the waitlist at 5:00pm on Wednesday, November 15, 2017, we will be **ASSIGNED** to an apartment if an apartment style that we have listed is available. **We understand that we CANNOT DECLINE the apartment when we are notified the following day.**

Print Name

Sign Name

Date
