

- A. Have **new** Tenants fill out application
- B. Have **new** tenants turn in Limited Guarantor
- C. Update contact information: Name, Phone number, email
- D. Deposit due from **each new** tenant \$\_\_\_\_\_

New Tenant can pay 50% of the deposit when Lease is signed and the 2<sup>nd</sup> 50% within 2 weeks  
**OR**  
New Tenant can pay the full deposit when Lease is signed

- E. 2010-2011 monthly rental amount \$\_\_\_\_\_
  - F. Other: \_\_\_\_\_
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1. Lease, front page: Initial above new rent amount in the highlighted spot
2. Lease, front page: Print Name and Birth Date
3. Lease, back page: One tenant initial next to mine
4. Lease, back page:  
All tenants fill in:  
SSN Social Security Number  
DOS Date of Signing  
**Signature under SSN/DOS**
5. Pettit Addendum, last page: :All tenants initial next to the 3 X's
6. Pettit Addendum, last page: The Spokesperson needs to fill out their info
7. All tenants sign Pettit Addendum
8. All tenants sign Smoke detector addendum