



455 Epps Bridge Pkwy
Building 100, Suite 201
Athens, GA 30606

Phone: 706-543-1910
Fax: 706-543-1909
www.landmarkathens.com

Leasing Reservation Process

Landmark Properties begins taking Leasing Reservations on September 1 for leases beginning the following school year. It is very important to start the reservation process early in order to receive your top choice of floor plan or neighborhood. Please indicate your preferences (floor plan, color of house, neighborhood) on your application. It is a good idea to put 3 or 4 options (in order of preference) just in case your first choice is not available.

When Landmark Properties receives a FULL RESERVATION / SECURITY DEPOSIT for a unit the applicant understands that he or she has **72 business hours to cancel the reservation in order to receive a full refund**. If the reservation is canceled after 72 hours, the applicant forfeits their security deposit. If a unit does not become available, the full reservation deposit can be refunded. All reservation deposits will be deposited into Athens First Bank and Trust after the 72 hour period.

Once we receive a full security deposit in the amount of \$ (one month's rent) the following items must be collected within 7 business days or the reservation can be canceled:

- Rental applications from each roommate
- \$45 Application fee (Non-refundable) from each roommate
- Sponsor Guarantee Form from each roommate—MUST BE NOTARIZED!!!

If all items are received within 7 days, the roommates will be placed on the reservation list, to be assigned a house after the renewal deadline for our current tenants. Landmark Properties will not allow any roommates to sign the lease until all items are collected. Landmark Properties has the right to cancel a reservation at any time.

For your convenience we have put these forms on our website for easy access (see previous page). You can either print the Rental Application out and bring it to our office or, if you prefer, see the Online Rental Application on the left side bar of the website. *Filling out an online rental application does not reserve a unit. Only a reservation deposit can hold a unit.*