



## IUKA PARK 2020-2021 RENTAL INSTRUCTIONS

Thank you for renting an apartment at Iuka Park Commons!

Here are the three steps you'll need to take to complete your application and lease agreement, which once completed will finalize your paperwork and secure your new college home:

1. **MASTER LEASE AGREEMENT**: At the time you put down your deposit, you will be given a Master Lease Agreement. This must be signed by the roommates and turned back in within 24 hours of renting the apartment.
2. **APPLICATIONS**: Once we enter your contact information into our secure online portal, each resident and each cosigner will be emailed a link to complete their own APPLICATION online. There is a \$10 non-refundable application fee which can be paid online through the online portal's secure server. (You will notice a charge from either Inn Town or Harrison Holdings on your card.) Please complete your application **within 24 hours of receiving the link**. Note that you will also be required to submit a copy of your ID, which can be conveniently taken as a photo if you're completing the application by phone. Do not forward your link to your cosigner or roommate, as each link is individualized.
3. **LEASE AGREEMENT VIA PORTAL INVITATION**: Once Iuka Park has assigned you the exact address of the unit you will be living in, we will send each resident and each cosigner an invitation link to fully activate their personal Online Portal. Once activated, the lease agreement will be in the portal for each resident and each cosigner to view and sign electronically. You must electronically sign the lease agreement and initial EACH addendum presented, as all are a part of the contract. Cosigners' liability will be limited to a fractional amount of the rent owing, as reflected on the Cosigner Liability Addendum. All leases must be signed and initialed by all parties **within 48 hours of receiving the link** to create the portal.

**TROUBLESHOOTING:** If you, or your cosigner, do not receive the Application email within 48 hours from when you put down your Holding Fee, please call Inn Town Homes at (614) 294-1684 or email us at [info@inntownhomes.com](mailto:info@inntownhomes.com) so we can ensure we have an accurate email address for you or your cosigner.

**DUE DATE:** in order to keep your apartment off the market, these due dates are firm! Please contact us with any questions or concerns immediately.

Thank you,  
*Iuka Park Commons & Inn Town Homes*  
(614) 294-1684  
[info@inntownhomes.com](mailto:info@inntownhomes.com), [iukapark@inntownhomes.com](mailto:iukapark@inntownhomes.com)