



Leasing Information

Step 1

Go to www.brownheightsproperties.com

Click on Rentals and view our different options (Brown Heights 2 Bedrooms, Brown Heights 1 Bedroom & Bill Brown + Son 2 Bedrooms) - If you like what you see print out and complete an Application form from the website.

1. Call our office and make an appointment to see an apartment if you haven't seen one before.
2. Turn in your completed application with a \$100 per Person Application Fee (this will hold an apartment for you).
3. Complete a Rental Verification Form.
4. Schedule an Appointment with the Office for a Return Visit to sign a leasing contract.

Step 2

1. Have your parents go to our website and print off a parental guarantee form. Have them complete the form in front of a notary and have it notarized (they will need to mail it to you)
2. Tenants will need to go back to the website and read the Rules and Regulations and the Leasing Contract.
3. Call the office to make an appointment to sign the Leasing Contract, turn in the Parental Guarantee Form and pay the security deposit (the same rate as the rent).

Step 3

1. Come to Office during the Last Week in July.
2. Receive Apartment Assignment and Pre-Move In Info.
3. Go to Utility Companies and Sign up for Service

Step 4 (Move In Day)

1. All Roommates Come to the Office Together to Get the Keys, Parking Pass, and Other Important Move-In Information. Pay the first month's rent (the rental rate will be half of a month's rent).
2. Move in and enjoy your new home.