

# Meadowbrook Fall Reservation Information Guide

Reserving a great home for August, 2012 is easy with Meadowbrook's Fall Reservation Program. Put down your deposit, tell us your preferences and sign your lease. That's it! Here's how it works:

Fall reservations are "unassigned" which means your specific apartment or townhome has not yet been determined. Your approved application and reservation qualifies you for a home, which we will assign as soon as we know what apartments and townhomes will be available (early to late May). In the meantime, we keep track of the number of move outs from previous years to predict how many apartments and townhomes of each floor plan category (one-bedroom, two-bedroom., etc.) may be available. Our display models and detailed floor plans combined with your imagination will give you a reasonable representation of what Meadowbrook has to offer you.

The exact apartment or townhome that you will move into is determined by the preferences you give us on your Fall Reservation Addendum. We will consider your requests and compare them with what is available. We have over 50 different floor plans with various features and amenities; by giving us detailed information we can assign you a home that incorporates your needs and desires.

To reserve your "unassigned" apartment for fall, please follow these steps:

**1. Pay the full deposit amount required for your apartment size.**

Deposit may be paid by more than one person as long as all parties understand that all monies will be transferred to one person, the "primary party". Deposit must be paid only by check, money order or Visa/MasterCard. NO CASH ACCEPTED. The deposit for any home is \$200 per person.

**2. Fill out and sign the Fall Reservation Addendum.**

See page 2 for tips on filling out your Fall Reservation Addendum. We do our best in assigning you an apartment that fulfills your top preferences (so the more information you give us, the better.) Assignments are made in the order in which they are received; therefore, the sooner you put down a deposit, the more likely it is that we can fulfill your top choices, including floor plan and move-in date.

**3. Turn in completed Rental Application(s).**

Each person who will live in the apartment must completely fill out an application. If you have not already received applications, you may pick them up at the office or download a PDF copy at [www.meadowbrookapartments.net/files/RENTAL\\_APPLICATION\\_2008.pdf](http://www.meadowbrookapartments.net/files/RENTAL_APPLICATION_2008.pdf). Approval of rental applications involves researching your credit and rental history. If you will need a co-signer, make sure his/her name, address, phone number and email address (if applicable) are written in the "Guarantor/Support Data" section of the Rental Application.

**4. Make an appointment to sign the Rental Contract within 72 hours.**

We can also make arrangements to sign the contract by mail, fax or email if absolutely necessary. Please be aware that leases are for 12 months.

**Please remember that pets are not allowed in the expansion buildings (2603 Dover Square, 2603 Windsor Place, 2603 Compton Square, 2703 University Drive, 1305 Crestline Drive, and 1317 Crestline Drive ). We do enforce a strict noise policy (see paragraph 19 of rental contract).**

Once you have signed up it is very important that you keep us informed of any changes to your address or phone number. We can be reached at (785) 842-4200 during our business hours. You can leave a message for us after hours on our answering machine. You can also reach us by e-mail at [info@meadowbrookapartments.net](mailto:info@meadowbrookapartments.net). It is important to let us know your "unassigned number" when you call us with any questions, as this is how we will classify your contract until you are assigned an apartment. Your leasing agent will provide this number to you when you put down your deposit.

# Reserving a home

## How do YOU let US know what you want?

For the first step, you do not need an appointment. Simply fill out the **Fall Reservation Addendum**, have all roommates sign it, and turn it in to the Meadowbrook Office with your full security deposit. Not all roommates have to be present for this first step; just make sure that all roommates can be present at the contract signing, which you will schedule when you turn in the security deposit.

The **Fall Reservation Addendum** (pg. 4 of this handout) lets the leasing agents know the ideal qualities you desire in a home. It is important that you fill this out as completely as possible so that we are fully informed when we assign you your home. Below you can see a sample Addendum filled out by John and Jane Doe:

- **THE DARKENED BOX WITH “MY/OUR MOST IMPORTANT PREFERENCES ARE:” LETS THE LEASING AGENTS KNOW WHICH PRIORITY IS THE MOST IMPORTANT FOR YOU AND YOUR ROOMMATES.** John and Jane Doe made “Level” their most important preference, which means that they are willing to take a second or third choice in their other preferences (if necessary) in order to get an apartment on the 1<sup>st</sup> floor (See “Level Preferences” on the right).

FOR OFFICE USE ONLY: L.A. _____ Date: _____ Time: _____ Unassigned No. _____	
<b>FALL RESERVATION CONTRACT ADDENDUM</b> <small>(Please indicate numeric order of importance in each category (1 being "most desirable").</small>	
<b>My/Our most important preferences are:</b> <input checked="" type="checkbox"/> Floor plan <input checked="" type="checkbox"/> Move in date <input type="checkbox"/> Level <input type="checkbox"/> Remodeled <input type="checkbox"/> Other (see below)	<b>Floor plan choices:</b> indicate 'remodeled' with an 'R' (i.e. 900R, 1300R, etc.) 1. Plan 915 rent amt. \$ 805 <sup>00</sup> R/1745 <sup>00</sup> 2. Plan 999 rent amt. \$ 750 <sup>00</sup> R/1740 <sup>00</sup> 3. Plan 990 rent amt. \$ 760 <sup>00</sup> 4. _____ rent amt. \$ _____ 5. _____ rent amt. \$ _____ 6. _____ rent amt. \$ _____
<b>Move in dates**:</b> <input checked="" type="checkbox"/> July 28-31 <input type="checkbox"/> August 1-7 <input checked="" type="checkbox"/> August 8-15 <input type="checkbox"/> August 16-20	<b>Level preferences:</b> <input type="checkbox"/> 1 <sup>st</sup> floor <input checked="" type="checkbox"/> 2 <sup>nd</sup> floor <input type="checkbox"/> 3 <sup>rd</sup> floor (if 2 <sup>nd</sup> floor: (patio or balcony?)) <input type="checkbox"/> 3 <sup>rd</sup> floor
<small>**We attempt to accommodate each applicant's desired move-in date; however, we will not guarantee a specific move-in date. We must have time to prepare your apartment before you move in.</small>	<b>Pet</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Maybe
<b>OTHER PREFERENCES WE SHOULD BE AWARE OF (i.e. satellite dish, space requirements, etc.)</b> We would like apartment to face south	
*****	
<small>Rental application(s) must be submitted along with this addendum. All applications must be approved before an apartment will be assigned.</small>	

- **PLEASE GIVE US AT LEAST 3 FLOOR PLANS UNDER THE “FLOOR PLAN CHOICES” CATEGORY:** When you turn in your Fall Reservation Addendum, our leasing agents can give you some idea of what floor plans we will have open in August; however, these are merely estimates. The number of apartments and townhomes of each floor plan will vary from year to year. Give us your ideal floor plans in order of preference.
- **BE SURE TO PUT THE “RENT AMOUNT” FOR EACH FLOOR PLAN CHOICE:** Our many floor plans fall under several different rental ranges. Pay careful attention to which amount coincides with which floor plan and be sure to check that your ideal floor plan is with in your budget amount. Even though we do not know what your exact rental rate will be at this time, we do know how much each floor plan will be. Please note that “remodeled” apartments do have a slightly higher rental amount.
- **THE OTHER PREFERENCES (MOVE-IN DATES AND LEVEL) NEED TO BE NUMBERED**—if we cannot give you your first choice in any particular category, we need to know what your second, third and fourth choices would be. For example, John and Jane Doe desire a move-in date from August 1-7, but “Move-in date” is their 3<sup>rd</sup> most important preference. This tells the leasing agent that they would prefer to be in the first week of August, but would take a later move-in if they could have a Plan 905 on the first floor. They also would like the apartment windows to face south; however, this is not as important as the move-in date or the floor plan.

Please let your leasing agent know if you have any questions while filling out the Fall Reservation Addendum. If you want to give your leasing agent more details about your preferences, feel free to write on the “Other Preferences” Section or turn in a separate piece of paper with more explanation.

## Now that you've filled out your Fall Reservation Addendum, what happens next?

After we receive your deposit and Fall Reservation Addendum, we need to approve your application. (We ask that you turn in your Rental Application either at the time you put down your deposit, or at your contract signing appointment.) Each resident needs to fill out an application completely, with information including three years of residence history, as well as contact information for co-signers (if applicable). (Don't forget to sign your application on page 3 where indicated.)

All residents will then need to sign the lease paperwork within 72 hours. We will take you through several forms which explain the rules, policies and amenities at Meadowbrook. It is at this time we will also make sure we have summer contact information for all residents (as we will be sending out your apartment/townhome assignment the beginning of June.) The appointment for the signing of lease paperwork will be made when you put down your deposit.

After the lease paperwork is signed and all residents understand the contract to their satisfaction, we will process the applications. (This may include waiting to get back paperwork from co-signers and work supervisors.) We do also check the credit and background of all prospective residents and their co-signers. Remember: applications for *each resident* will need to be approved before we can approve your reservation.

After all applications have been approved, all you have to do is wait! In May we will assign all apartments and townhomes; we will send out this information to you around between May 15 and June 15. Included in this informational packet is a final contract with your exact address and move-in date. This needs to be signed and mailed back to the Meadowbrook Office within 14 days.

The packet we send to you will also have all the information you will need in order to move-in. This includes how to set-up the necessary utilities, how much rent you will need to have with you the day you pick up keys (pro-rated to your move-in date) and other information that will help you in the moving process.

If for some reason we are not able to approve your application, we will refund your security deposit in full. *If there aren't any apartments with the number of bedrooms you have requested, we will refund your security deposit in full.*

**So there you go! If you have any questions that were not answered in this packet, please talk to your leasing agent. Welcome Home to Meadowbrook!**

- **Think carefully about your preferences.** After your application(s) have been approved, changing your preferences may not be possible in some circumstances. If you have any questions about this, please ask a leasing agent.
- **Your move-in date is determined in part by when the previous resident will be moving out.** Many of our residents will not leave their apartments until midnight of July 31. It does take our maintenance crews some time to clean, repair and paint the apartment to make it ready for you. We will do our best to assign you a move-in date that corresponds with your stated preferences. (Like your exact apartment, move-in dates are also assigned in the order the reservations were received.)
- **We assign apartments in the order that the deposits were received and according to the stated preferences that each resident signs to on the Fall Reservation Addendum.** Our leasing agents do their best to predict how many of each floor plan we will have for the upcoming year. We will know exactly what is available between early-and- late-May; however, many of our floor plans will be spoken for long before this date. Talk to a leasing agent if you have questions about availability.

## FALL RESERVATION CONTRACT ADDENDUM

Please indicate numeric order of importance in each category (1 being "most desirable"):

**My/Our most important preferences are:**  
 Floor plan  
 Move in date  
 Level  
 Remodeled  
 Other (see below)

**Floor plan choices:** Indicate 'remodeled' with an "R" (i.e. 900R, 1300R, etc.)

1 \_\_\_\_\_ rent amt. \$ \_\_\_\_\_  
 2 \_\_\_\_\_ rent amt. \$ \_\_\_\_\_  
 3 \_\_\_\_\_ rent amt. \$ \_\_\_\_\_  
 4 \_\_\_\_\_ rent amt. \$ \_\_\_\_\_  
 5 \_\_\_\_\_ rent amt. \$ \_\_\_\_\_  
 6 \_\_\_\_\_ rent amt. \$ \_\_\_\_\_

**Move in dates\*\*:**

July 28-31  
 August 1-7  
 August 8-15  
 August 16-20

\*\*We attempt to accommodate each applicant's desired move-in date; however, we will not guarantee a specific move-in date. We must have time to prepare your apartment before you move in.

**Level preferences:**

1<sup>st</sup> floor  
 2<sup>nd</sup> floor  
 (if 2<sup>nd</sup> floor: patio or balcony?)  
 3<sup>rd</sup> floor

**Pet**

Yes  
 No  
 Maybe

OTHER PREFERENCES WE SHOULD BE AWARE OF (i.e. satellite dish, space requirements, etc.)

\_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

Rental application(s) must be submitted along with this addendum. All applications must be approved before an apartment will be assigned.

A final lease agreement will be drawn up at the time of the assignment. This addendum and the rental contract are legally binding and by signing you are obligated to fulfill these agreements for the full term of your lease. This addendum is hereby incorporated in the lease agreement as if fully set forth therein.

On this day, \_\_\_\_\_ (date), the applicant(s) have deposited herewith the sum of \$ \_\_\_\_\_, receipt of which is hereby acknowledged, as a non-interest bearing earnest deposit. ***In the event that the application(s) is/are approved and the applicant(s) fails or refuses to enter into the contemplated lease, owner shall retain said deposit to cover the cost of taking and processing this application and shall be entitled to collect any other damages suffered which may include rent until apartment is re-rented.*** In the event that the application(s) cannot be approved, security deposit will be returned in full.

All applicants agree to transfer all deposit monies for this reservation to \_\_\_\_\_ (considered the 'primary party'). By my/our signature(s), I/we understand that the security deposit, if applicable, will be returned to the primary party within the time limits set forth by the Kansas Landlord Tenant Act.

Applicant(s) have read, understand and have received a copy of the Fall Reservation Information Guide. I/we do so agree to the above and show by my/our signature(s).

SIGN: \_\_\_\_\_ PRINT: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 SIGN: \_\_\_\_\_ PRINT: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 SIGN: \_\_\_\_\_ PRINT: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 SIGN: \_\_\_\_\_ PRINT: \_\_\_\_\_ PHONE: \_\_\_\_\_