

# PMSI

## Lease Renewal Policy

A lease is considered a renewal lease if one or more of the current residents signs the lease for another term. Renewal properties do not receive any professional cleaning or carpet cleaning services between the end of the current lease and the beginning of the new lease unless previously arranged and agreed upon in writing with management.

### Signing the lease to Renew

Only one current lessee must sign the lease to renew for the upcoming leasing term. You are given 70 days from the start of your lease to sign for the next term. If you do not turn in a new application and sign the lease on or before the date specified, the apartment/house will be on our availability listing for the next term.

### Applications

Each person signing the lease **must** complete a new application. There is no application fee for current lessees.

New applicants not on the current lease must pay the application fee at the time of signing the lease.

**\* Your application may be denied if a signed Guaranty Payment Agreement (GPA) is not returned** (see the leasing policy for more information).

### Moving Out

**Any individuals that will not be on the lease for another year must return their keys to PMSI no later than the date and time specified on the lease.**

**There is a \$5.00 charge for any keys that are not returned. If keys are not returned to PMSI there may be additional charges for changing locks, \$45.00 or more depending on the number of lock and labor costs.**

### Moving In

PMSI requires all rents to be paid in full and all lessees have a signed GPA before keys are distributed.

**If the current residents allow new tenants to move in and the rent has not been paid and/or the GPA is not on file, the current residents will assume the responsibility for that individual. Keys will not be given to any person that does not have a signed GPA or has not paid the rent/security deposit.**

**In order for keys to be given to new residents before the move in date the tenants remaining from the previous year must provide PMSI permission in writing to distribute keys.**

**Maintenance:** The months of August & September are extremely hectic for all rental companies and for most tenants on campus. Before move in, we ask that you compile a list of any maintenance items that need attention. We will be receiving lists from many new tenants, as well as renewals. Your list will be stamped with the date it was received and our staff will tend to it in the order it was received or when they are working within your building.

**\* All emergency concerns are to be called in to the office immediately and they will be handled accordingly.**

**Furniture requests:** It is up to the current residents and any new people who will be moving in to discuss the furnishings in the unit that were provided by PMSI. PMSI does not accept furniture requests, however, if there are any items missing that were anticipated (with exception to beds), please notify our office and we will work with you as best as possible to resolve your concerns.

**Unit Cleaning :** If you would like the apartment/house to be cleaned, each person must vacate the unit completely and all personal belongings removed. The keys must be turned in to the office. We will send in the crews and you may return to the unit upon completion. You must notify our office 1 month prior to the lease ending so we may prepare to schedule the work. **As with our new residents an early date to reenter the unit will not be guaranteed other than the date the new lease begins.**