

Dear Prospective tenant,

Hello & Thank you for your interest in our Off-Campus housing units for the Upcoming School Year. Our housing units are renovated, spacious & clean and are set for single occupancy. Over the past few years we have completed numerous renovations to the property both inside and out including a new parking lot and upgraded exterior lighting. We have also installed new carpeting in the main part of the building and a new roof.

We have several rooms available for rent with each room set up for a single occupant. One thing to please note, we do not “Reserve” a room for any students until the Security Deposit is received. As long as that deposit is received while we still have rooms available then a room will be secured for you. Please also note that other requirements must also be completed before any student is allowed to move in.

We try to be as thorough as possible regarding our tenants and have compiled some preliminary Rental forms for you to review and with our Off-Campus Housing you will be required to complete all documentation necessary to be considered for tenancy. We do this to ensure that students staying with us have a comfortable and safe tenancy. Included with this letter are the following documents:

Included is the following documentation:

- #1 – Rental/Lease Application
- #2 – Guaranty of Lease Agreement
- #3 – Costs & Amenities
- #4 – Room Payment Options Sheet
- #5 – Student Information Release form
- #6 – Final Checklist

Please take note of the following:

1. There will be other documents to be completed after you are accepted for tenancy and prior to being allowed to move in.
2. All documentation must be completed in full before any tenancy will be considered.
3. Rooms will only be “held” after the Security Deposit is received.
4. Arrangements for “Move In” must be made in advance & occupancy will not be available until arrangements are made.
5. The “Student Information Release form” must be filled out by the college and returned to SRE Enterprises or the application could be refused.
6. A Parent/Guardian must accompany the student during “Move-In” to complete the remaining required paperwork.

Please print out & review these documents and bring them with you as they are & will be part of the Lease agreement. To qualify for a room please contact us and complete & return the attached documents with your security deposit.

We hope that you find this information useful. If you have any questions please direct them to our e-mail address “sreenterprises1@gmail.com” & we will reply to all questions. Thank you & good luck in your college career.

#1 RENTAL APPLICATION

Date: \_\_\_\_\_

Property Address 283 Mosser Road Unit # – To be assigned: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Are you a student at Garrett College: Yes \_\_\_\_\_ No \_\_\_\_\_ S.S. #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Month & Year of Graduation: \_\_\_\_\_

Home Address:

\_\_\_\_\_ Street City State Zip Code

Email: \_\_\_\_\_

Parent's/Guardian Names:

Father/Guardian: \_\_\_\_\_ Cell #: \_\_\_\_\_

Home Address \_\_\_\_\_ Home #: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mother/Guardian: \_\_\_\_\_ Cell #: \_\_\_\_\_

Home Address \_\_\_\_\_ Home #: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Present Address: \_\_\_\_\_

Landlord's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Landlord's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Occupancy: \_\_\_\_\_

Will any part of your off-campus rent be paid by Financial Aid? Yes \_\_\_\_\_ No \_\_\_\_\_

**If Financial Aid is being used as a source of funding a copy of your Financial Aid statement must be supplied to SRE Enterprises, verifying that adequate funds will be available for the balance of your lease costs. SRE Enterprises reserves the right to require any additional documentation that may be deemed necessary.**

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

Car Make, Model and Year: \_\_\_\_\_

Tag # & State of Issuance: \_\_\_\_\_

#2 LEASE GUARANTY

**“Guaranty of Lease Agreement”**

As of the date hereof, \_\_\_\_\_, (the “Tenant”) has requested a lease (the “Lease”) with SRE Enterprises, LLC (the “Landlord”) to rent from Landlord the property known as 283 MOSSER ROAD UNIT # (to be determined upon Landlord’s acceptance of tenancy). In order to induce the Landlord to enter into the Lease with Tenant, the undersigned guarantor(s) hereby unconditionally, directly and absolutely guarantee to the Landlord, its successors and assigns, all present and future obligations, debts, liabilities, and costs of any kind, including but not limited to all rental payments, additional rent, charges and liabilities due under the Lease, or any extension hereof, or any subsequent lease entered into by Tenant with Landlord, for damage to the leased premises or breach of the Lease or any subsequent lease. Guarantor acknowledges that this guaranty shall also extend to any extension of this Lease or any new lease entered into by Tenant. Further, the guarantor(s) agree that any suit, action or proceeding instituted against the guarantor(s) with respect to this Guaranty shall be brought in the District Court or Circuit Court for Garrett County, in the State of Maryland. The guarantor(s) by the execution and delivery of this document, irrevocably waive any objection and any right of immunity on the ground of venue, the convenience of and the forum or the jurisdiction of such courts or from the execution of judgments resulting there from.

**Witness:**

**Guarantors:**

\_\_\_\_\_

\_\_\_\_\_ (Seal)

\_\_\_\_\_

\_\_\_\_\_ (Seal)

State of \_\_\_\_\_  
\_\_\_\_\_ County, To-Wit:

I HEREBY CERTIFY that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me the subscriber a Notary Public of the State and County aforesaid, personally appeared: \_\_\_\_\_

\_\_\_\_\_ the Guarantors named above, who acknowledged the foregoing to be their act and deed.

WITNESS, my hand and Notarial Seal the day and year written above.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**Attn: A room will not be issued without this document completed. Failure to do so will result in Denial of any Lease Agreement & a room will not be issued regardless of any other completed paperwork.**

### #3 COSTS & AMENITIES

#### COSTS: PER LEASE TERM (Fall & Spring Semester)

Security Deposit \$500.00 Per student per lease term

#### LEASE COSTS: Single Occupancy Units (See Payment Options sheet for current pricing)

Financial Aid Accepted Early Entry for Sports, etc  
Security deposit required Summer Rentals available  
Summer Storage available

#### INCLUDED UTILITIES

Water/Sewage Trash removal  
Heat Internet (through "WiFi")  
Electric

#### INCLUDED FURNISHINGS

##### **Bedrooms**

Individual Baseboard Heat All units supplied with a Full-Size Bed  
Tilt-in Windows Dresser, Nightstand & lamp  
Window blinds Desk  
Spacious Closets High grade secured Key Lock on each unit

##### **Kitchen/Appliances**

Washer & dryers (coin operated) Stove & Microwave (Full Size Cabinet mounted)  
Full Size Refrigerator (Small fridges are allowed in units)

#### Other Amenities:

1. Locally owned and managed -- Office located on premises
2. Snow Plowing – Mgmt. provides lot & lane clearing of snow but not shoveling.
3. Heat/AC -- Building has central heat & air. Units have room controlled individual baseboard heat
4. Sound resistant dividing walls & floors
5. Walking Distance to College -- 5 minutes Walking Distance to other services – 5 to 10 minutes
6. Private Parking – Each unit is allotted one vehicle space
7. Laundry Services – Facility has a Coin-operated washers & dryers

#### Safety and Maintenance:

1. Restricted Private Keyed entry – building requires a "Key" code to enter the building. Access can only be gained by the Tenant's personal Code. Tenants are not permitted to convey their codes to other individuals.
2. Lighted building perimeter areas and parking lot.
3. Surveillance Cameras -- Surveillance cameras monitor Exterior & Interior of Building. Note: Cameras are for surveillance & recording only. Mgmt./Landlord does not in any manner or form imply that Security is provided. All illegal activities observed will be reported to the authorities.
4. Trash is removed at least twice weekly. Tenants are responsible for bagging their own trash and depositing it in the provided trash cans. All trash is to be bagged.
5. Student agrees that the Landlord assumes no responsibility whatsoever for the personal property of Student. All personal property of Student located on the premises shall at all times be there at Student's sole risk, and the Landlord shall not be liable for any loss or damage thereto or for any theft thereof. Student should ascertain whether or not his personal property is covered under his parent or guardian's homeowner's policy. If not, it is recommended he obtain his own "renter's policy"

#### #4 PAYMENT OPTIONS

##### One-Year School Term – Fall & Spring Semesters

**\*All Options require a separate \$500.00 Security Deposit\***

Option A: Payment In Full \$5,700.00 (+ Security Deposit)

If Option A is chosen, the payment in full of \$5,700.00 plus Security deposit must be paid prior to the Tenant moving in to their assigned room. **No exceptions will be made.**

Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_  
Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Option B: Per Semester Payment Plan \$5,900.00 (price only valid with 9-month lease)  
Payment #1 1st Semester \$2,950.00 + security deposit required prior to moving in  
Payment #2 2nd Semester \$2,950.00 Due One week prior to start of classes

If Option B is chosen, Payment #1 must be paid “IN FULL” plus the Security deposit prior to the Tenant moving in to their assigned room. **No exceptions will be made.**

Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_  
Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Option C: Financial Aid/Grant \$6,100.00 (price only valid with 9-month lease)  
Payment #1 Move in cost \$1,250.00 + security deposit required prior to moving in  
  
Payment #2 1st Semester \$2,425.00  
Due immediately upon Tenant’s receipt of their Fall Financial Aid disbursement (no exceptions). Failure to do so will result in a late fee assessment per the lease agreement.  
  
Payment #3 2nd Semester \$2,425.00  
Due immediately upon Tenant’s receipt of their Spring Financial Aid disbursement (no exceptions). Failure to do so will result in a late fee assessment per the lease agreement.

If Option C is chosen, the “Move in cost” of \$1,250.00 plus the Security deposit must be paid “In Full” prior to the Tenant moving in to their assigned room. **No exceptions will be made.**

Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Credit Cards

We will accept Visa, MasterCard & Discover credit cards for payment.

All credit card transactions will have a 4% processing fee.

We Do Not Accept American Express

**#5 STUDENT INFORMATION RELEASE FORM**

Student Name (Printed) \_\_\_\_\_ ID# \_\_\_\_\_

Parents, guardians and other individuals associated with a student do not have the right to access the student’s academic records, including the student’s financial account with the college. According to federal law, Garrett College may not release specific aspects or any information of a student’s academic record to a parent, relative or guardian unless the student provides written permission to do so.

In signing this form, you the student, grant Garrett College permission to discuss your record(s) with the person(s) or agency listed if they contact us and notify our staff that a release is on file.

Full name and address of the individual(s) that you are granting permission to:

Name: Stan Eggleston w/SRE Enterprises, LLC – Off Campus Rentals  
Address: PO Box 503  
City: Oakland  
State & Zip: MD, 21550  
Relationship: Landlord for Off Campus Rentals

Name: Connie Eggleston w/SRE Enterprises, LLC – Off Campus Rentals  
Address: PO Box 503  
City: Oakland  
State & Zip: MD, 21550  
Relationship: Landlord for Off Campus Rentals

I am authorizing the above individual(s) to access the following records:

- 1. Academic information such as class schedule, grades & academic status
- 2. Financial Aid, student account, veterans’ benefits & scholarship data
- 3. Judicial, conduct & housing eligibility

Date this authorization is set to expire: \_\_\_\_/\_\_\_\_/\_\_\_\_

I, the undersigned, hereby authorize Garrett College (GC) Officials to release and/or discuss the information noted above with the individuals or agency listed. I understand further that this consent shall remain in effect until the expiration date listed above, unless revoked by me in writing and delivered to the GC Records & Registration Office, but that such revocation will not affect disclosures previously made by GC prior to the receipt of any such written revocation.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

(Student must sign in the presence of a Garrett College official. Student signature will be validated against the signature of record)

Signature Witnessed by \_\_\_\_\_ Date \_\_\_\_\_  
(Garrett College official)

**Final Checklist:**

- |                                   |           |       |
|-----------------------------------|-----------|-------|
| 1. #1 Rental Application          | Completed | _____ |
| 2. #2 Guaranty of Lease Agreement | Completed | _____ |
| 3. #4 –Payment Options            | Completed | _____ |
| 4. #5 – Student Release Form      | Completed | _____ |
| 5. Security deposit*              | Completed | _____ |

\* The security deposit must be received to guaranty that a room is held for you. In the event that a security deposit is received and a lease is not executed with us the deposit will be refunded.

Please make sure to print out this entire document and bring it in its entirety when coming for your room. Again, we can't stress enough that Document #2 – The Lease Guaranty must be completed and brought with you.

“Any document that is part of the Student Rental Agreement requires a “Parent/Guardian” & Guarantee regardless of the student's age. Any documents not signed by a “Parent/Guardian” will be cause for denial of any rental agreement.”

Tenant/Parent(s) have read or have had this agreement read to him/her & understands the same & has received a copy of this. Tenant/parent(s) by their signatures hereby accept and agree to be bound by all the terms and conditions as set forth herein.

**I declare that the foregoing information is true, and that the Landlord may terminate any agreement entered into on the reliance of any misstatement made above and authorize its verification in obtaining a consumer report or information from Garrett Community College.**

**Applicant’s Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_