

## Step-by-Step Guide to Housing

**Look at all properties and their information, then pick *one property at a time* and do the following:**

1. Call or e-mail the housing property of your choice.
2. Set up a tour time and day.
  - a. Write this down; be on time at the correct location to meet with your tour provider.
  - b. Avoid planning a tour during class time.
3. Ask over phone or by e-mail about the specific apartment features you are looking for or the features of the currently available apartments.
  - a. Be sure to ask when these apartments are available to be moved into. And try to pick apartments that are available **before** your current lease ends.
4. Be sure to ask over the phone or by e-mail, if you need to bring any specific **IDs, documents, or amount of money.**
  - a. Your “Housing Fact Sheet” will show which properties accept which type of payment, but some will accept the deposit and first month’s rent in cash, so be sure to ask.
5. When on tour, write down which apartments you have toured and the features each include and do not include.
6. After your tour, ask the tour giver any questions you have left in person or by e-mail.
  - a. Keep all your information and e-mails until you have made a decision.
7. At home, go over your options and make a decision.
8. If you are not interested in any of the apartments, contact the next housing property. If you are interested in any of their apartments, be sure to let the housing property team know.
  - a. Make sure to not take too long when you are making your decision so your first choice apartment is not taken by someone else.
9. After you have made a decision, contact the housing team to plan a time to sign their lease.
  - a. Avoid planning a meeting during class time.
10. Do not forget to ask how much is due at or after signing the lease. Bring the deposit, fees, and first month’s rent to the signing.
11. After you have signed the lease, keep all documents for proof of your lease and payments.
12. After claiming your new or renewed apartment, always be sure to pay your rent on time.