

Omega Properties

The Leasing Process:

1. **Applications will be accepted only after you have seen the property(ies) you are interested in. All applications must be completely filled out, signed, dated, and turned into our office or drop box at 115 E. 6th Street.**
2. Before you sign a lease with us, inform your parents that they need to read our lease and fill out the parent guarantee form which is on our website. If they have any questions have them call us at (812) 333-0995.
3. We will look over your applications and if they are approved we will call you. You will then have **two business days** to set up a lease signing appointment.
4. If you do not set up an appointment within that time, or miss your lease signing appointment and others are interested, they become priority.
5. Lease guarantee agreements **must** be completely filled out and turned into our office before or at lease signing. Faxing or emailing the signed guarantee is acceptable.
6. **All tenants must see the property before an appointment is made for lease signing. Certain exceptions can be made.**

All tenants must be present at lease signing and pay the security deposit and August Installment. The 2nd rent installment is not due until September 1st. Rent is paid in 12 installments. Security deposit and rent must be paid with check, cashiers check or money order. **You may pay by credit card (\$21 fee) or check (\$1.50 fee) online at www.omegabloomington.com.**

Lease Highlights for Omega Properties:

1. **At lease signing you will be given a move in day and time. You cannot move in early, so please don't ask!** If necessary, make storage arrangements in advance.
2. **What is taken out of your Security Deposit?** We take out what the companies charge us for cleaning, hauling of trash, unpaid utility bills, and carpet cleaning. We also deduct for unpaid rent, late fees, unreturned keys, and any damage to the property beyond normal wear and tear.
3. **Rent is to be paid in full by the 1st of each month.** You may also go online to www.omegabloomington.com and pay your rent with Electronic Check or by Credit Card. If it is not in by 5pm on the 5th, it is late. The late fee is \$50.00, and if is still unpaid there is an additional \$10.00 a day charge until it is paid. The bounced check fee is \$35.00. Rent and the fee must be repaid with a money order or cashiers check. A bounced check means your rent is considered late and is subject to the late rent fees.
4. Omega Properties is responsible for mowing lawns, removing snow from sidewalks, and cleaning gutters. In apartments we change light bulbs that cannot be reached with a step stool, provide window blinds and remove trash from the trash room. The property will be painted prior to move in as needed.
5. **Tenants are responsible for their guests.** Any damage incurred by guests is the responsibility of the tenants. If damage is done, the tenants will be charged
6. **We strongly recommend and encourage getting renter's insurance.**
7. Don't use sticky stuff or tape on the walls, even if it says Non-stick