



University Property Management

### **WHAT YOU NEED FOR YOUR LEASE SIGNING**

1. Make appointment with All County at least 48 hours in advance for your lease signing. Lease signings are only done during regular business days from 10am to 4pm.
2. All individuals listed and responsible on the lease **MUST** be present at the lease signing. Otherwise, prior arrangements must be made in advance. Keys will not be issued until all parties have signed off and full monies have been paid.
3. Prepare to be in the office for one hour.
4. Have all utilities transferred into your name on date of lease signing.
5. Two forms of Identification. One **Must** be a picture ID and another form of identification (preferably a social security card).
6. All monies must be paid in **certified funds (either cashiers check or money order)** made payable to All County® University.
7. Work numbers for all occupants.
8. Cell numbers for all occupants.
9. New home phone number. If not available it must be provided with 5 days.
10. Automobile description as well as tag information.
11. If you have been permitted to have a pet, a recent photo along with copies of license and shot records.