



Reservation List Checklist

Landmark Properties has begun taking Leasing Reservations for leases beginning the following school year. It is very important to start the reservation process early in order to receive your top choice of floor plan or neighborhood. Please indicate your preferences (community, floor plan, location in neighborhood) on your application. It is a good idea to put 3 or 4 options (in order of preference) just in case your first choice is not available.

In order to be on the reservation list, each applicant must turn in:

- ☒ an application
- ☒ a non-refundable \$45 application fee
- ☒ the sponsor guarantee form – must be notarized!
- ☒ the reservation deposit (this varies depending on the property)

When Landmark Properties receives a FULL RESERVATION for a unit the applicant understands that he or she has 72 business hours to cancel the reservation in order to receive a full refund. If the reservation is canceled after 72 hours, the reservation deposit will be forfeited by the applicant(s). All reservation deposits will be deposited into Athens First Bank and Trust after the 72 hour period.

By signing the Leasing Reservation Form, each applicant understands that the reservation deposit is intended to hold a place on the reservation list until the deadline for current tenant renewals has passed. Only after the renewal deadline, can Landmark Properties begin to place applicants on the reservation list into a unit.

If Landmark Properties is not able to place the applicant(s) in a unit at the requested community, the reservation deposit will be refunded. Landmark Properties takes all preferences into consideration when assigning units, but can not guarantee a specific cottage floorplan.

Landmark Properties will not allow any roommates to sign the lease until all items have been collected. Once you have been assigned a unit, you have 7 business days to sign your lease or you may forfeit your standing on the Reservation Waiting List.

After taking possession, the Reservation Deposit will become your Security Deposit, minus the non-refundable portion as stated in Section 6 of the lease.

Landmark Properties has the right to cancel a reservation at any time.