

STUDENT HOUSING RESERVATION FEE AGREEMENT

Agreement made this _____ day of _____, 20____, between:

Matthew Summerson, 1539 West Southern Avenue, South Williamsport, PA 17702 (hereafter "Landlord")

A-N-D

_____ (hereafter "Student")

A. Student desires to reserve one of the available student housing vacancies located at: _____, Williamsport, Pennsylvania (hereafter the "Premises") for the following Penn College semester(s): Fall 20____ and Spring 20_____.

B. Landlord will hold and reserve one of the available student housing vacancies for the Student at the Premises under the terms of this Reservation Fee Agreement.

NOW THEREFORE, in consideration of the mutual agreements and covenants set forth herein, the parties agree as follows:

- 1. Upon execution of this Reservation Fee Agreement, the Student shall pay to the Landlord a reservation fee in the amount of \$400.00. The parties agree and the Student acknowledges that the reservation fee is NON-REFUNDABLE.
- 2. In consideration of the Reservation Fee, the Landlord agrees to reserve and hold one of the vacancies at the Premises until _____, 20____ (the "Reservation Date"). The Student agrees and acknowledges that he/she must return to the Landlord on or before the Reservation Date a fully signed lease agreement (to be provided by the Landlord) including any initial payments or deposits that may be required. In the event the Student fails to return to the Landlord a fully signed lease agreement (including any required payment/deposit) by the Reservation Date, the Student's reservation shall be terminated and the vacancy at the Premises shall be open for the Landlord to attempt to release thereafter.
- 3. In the event the Student does timely return a fully executed lease agreement (including any required payment/deposit) to the Landlord by the Reservation Date, then in such event the Landlord hereby agrees to apply the above stated reservation fee to the Student's lease payment under the terms of the lease agreement.

INTENDING TO BE LEGALLY BOUND HEREBY, the undersigned parties have executed this Reservation Fee Agreement effective as of the date set forth above

Student

Landlord

REGISTRATION INFORMATION (please print)

Resident Last Name: _____ **First Name:** _____ **MI:** _____

Permanent Address Street: _____

Permanent Address City, State, Zip Code, County: _____

Permanent Address Phone _____ - _____ - _____ Cell Phone _____ - _____ - _____

Date of birth: _____ (mm/dd/yyyy) Social Security Number _____ - _____ - _____

Resident PCT E-mail Address: _____

Please include a copy (front) of your driver license with this form.

Resident Drivers License Number: _____ Drivers License State: _____

License Plate Number: _____

Emergency Contact Information

Name: _____ Relationship: _____

Phone: _____ - _____ - _____

Current Landlord Reference: _____

Relative not living with you: Name _____ Phone _____

GUARDIAN INFORMATION (please print)

Father Last Name: _____ **First Name:** _____ **MI:** _____

Permanent Address Street _____

Permanent Address City, State, Zip Code, County _____

Permanent Address Phone _____ - _____ - _____ Cell Phone _____ - _____ - _____

E-Mail Address: _____

Employer _____ Length of Employment _____

Please include a copy (front) of your driver license with this form

Drivers License Number: _____ Drivers License State: _____

Mother Last Name: _____ **First Name:** _____ **MI:** _____

Permanent Address Street _____

Permanent Address City, State, Zip Code, County _____

Permanent Address Phone _____ - _____ - _____ Cell Phone _____ - _____ - _____

E-Mail Address: _____

Employer _____ Length of Employment _____

Please include a copy (front) of your driver license with this form.

Drivers License Number: _____ Drivers License State: _____

*******FOR INTERNAL USE ONLY*******

House: _____ Room Number: _____ Floor: _____

Resident Drivers License Photo Copy Received: _____ Guardian Drivers License Photo Copy Received: _____

Reservation Fee: \$ _____ Received on: _____

Paid By: Check / Cash Cash Rcpt # _____ Check# _____

Received by: _____

STUDENT HOUSING PROCESS

Finding and securing housing can be confusing, especially to new students. Please review the steps below and make sure you understand the process of securing a FeinSum Housing Unit.

What you have already experienced...

1. **First step is to select a house.** This is done by scheduling a time and date with FeinSum. They will meet you at a designated property and tell you details about the property such as: Utilities included, what else is included, appliances and furnishings included, what you can and can't do as a tenant—Rules and Regulations, security, the neighborhood etc. Please bring a list of questions that would help you and your parents feel comfortable about your decision to rent a house.
2. **Know the rules.** You can see all our rules and important student information on our website at www.feinsum.com under "Student Survival".
3. **Reserve it.** Once you have selected a house you must then secure the house. This makes it so no one else can rent the house and it will no longer be shown. Your spot is committed. You do this by coming to the FeinSum office and providing a \$400 Reservation. The Reservation Fee is non-refundable so it's important that you are confident that you want the house/apartment and everyone is in agreement. The \$400 Reservation Fee may be credited to your account if a lease is fully executed and all payments have been made as stipulated in the lease. You may also reserve a house on our website. This will only hold it for 24 hours. Your \$400 Reservation is the only thing that will secure it permanently. Important! Example: If the house is for four students we must have all four Reservations before we can secure it for the group. The house will continue to be shown until four Reservations are made.
4. **Reservation Forms.** A reservation form is filled out at the office. This will give our office important contact information. This is a signed document that states that your reservation is non-refundable.

Now that you have reserved your house...

5. **Get a lease.** When you come to the office, to register, you will be given a lease. Your lease must be signed and returned, within 10 days, to the FeinSum office. If it is not returned, within the ten days, it is at FeinSum's discretion to open the house back up to the rental community.

Please don't forget to provide the following information with your lease.

1. A copy of both Parents Drivers License and/or legal ID
2. A copy of the students Drivers License and/or legal ID
3. The students' email address (PCT email preferred)
4. At least one parent email address
5. Both parents signatures on the lease
6. Students signature on the lease

Email is the primary way that FeinSum communicates reminders for installment, notices, etc. If you do not have an email account, for a parent, then simply put "no email at this time" in the email address section. We will send all correspondence via regular mail.

Please note that FeinSum will not surrender keys, to you, until all leaseholders have provided all of the above six listed items.

6. **It's yours!** After you have selected a house, understand what is expected, reserve it with all deposits required, fill out a reservation form and submitted your signed lease—you are done. The house/apartment is yours.
7. **Payments.** As a tenant you will be responsible for two installments. One installment is paid June 1st, of your lease year, and the last installment is paid November 1st of your lease year. Please be prepared that these payments are due the month before school commences.



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