

HOW-TO

# RENEW YOUR APARTMENT

FOR THE 2024-25 SCHOOL YEAR

RENEWAL DEADLINE:  
OCTOBER 6, 2023

What is a renewal deadline? This is the final date the apartment is held for you to exclusively renew your lease. After this date passes, the apartment is officially "on the market" and can be rented by anyone for the next lease year. You can still renew it after the deadline passes, but rentals/renewals are first-come, first-served after the deadline.



## Let Us Know "Who's In!" For Next Year

### GATHER CONTACT INFO

Determine who will be living together next year. Same group? Swapping out a roommate or two? Email us ([info@inntownhomes.com](mailto:info@inntownhomes.com)) the contact information for your group: legal name, email & cell # for each resident and each cosigner.



## Complete Applications

### OR DON'T: IF YOU ALREADY LIVE THERE, IT'S ON FILE

Each NEW resident and each NEW cosigner will receive an emailed link to an application. Don't share links please - they're personalized to capture electronic signatures. If you live there now and have the same cosigner, no new application is needed.



## Sign the Lease Electronically

### LOG INTO YOUR PORTAL & SIGN

EACH resident (& EACH cosigner) will receive an emailed link **once the renewal lease agreement is ready for signing**. Set up your digital signature and remember to initial or sign all pages.



## Security Deposit

### THE DEPOSIT ON FILE STAYS WITH THE APARTMENT

New, upcoming residents may reimburse outgoing residents for their deposit, but the total amount your apartment has on file will stay with the apartment.



## Enjoy Your Renewal Perks

### THE FUN PART

Each renewing resident can take \$200 off their December 2023 rent\*, once the process above is complete. Enjoy discounted parking permits (excludes garage parking) for the next lease and, most importantly: you do not have to move that couch again!

*\*Renewal residents qualify for \$200 off bonus per resident renewing. Exiting roommates do not qualify for referral or early-rental bonuses for finding themselves new or replacement roommates in a renewal apartment.*

QUESTIONS? EMAIL [INFO@INNTOWNHOMES.COM](mailto:info@inntownhomes.com)  
OR CALL THE OFFICE AT (614) 294-1684

