

HOW TO APPLY AND LEASING INSTRUCTIONS FOR CONTINUING ISLA VISTA RESIDENTS

Please note that our leasing procedures for Isla Vista have changed this year

SELECT A KEY PERSON FOR YOUR GROUP AND APPLY!

The Key Person will be responsible for:

- Completing the initial application, providing the names and emails of all other roommates and their guarantor. This will allow the roommates and guarantor to receive a link via email to complete their application.
- Go to: www.meridiangroupprem.com > APPLY NOW or <https://mgrem.twa.rentmanager.com/applynow/>.
- Select the **Isla Vista Continuing Resident Application**.

Select an application

MG Standard Rental Application
Standard Rental Application

Isla Vista Continuing Resident Application
Isla Vista Continuing Resident Standard Rental Application

Next

- Providing the names and emails of all the roommates / housemates under the **Additional Applicants** portion of the application (see image below).

Additional Applicants

+ Add Additional Applicant

Additional Applicants

List all of your Roommates / Housemates names and emails in this section. This will send an application to them and ensure that your applications are linked together as a group.

+ Add Additional Applicant

| Applicant Type | Full Name | Email Address |
|----------------|------------------------|--------------------|
| Guarantor | Mom or Dad's Full Name | Mom or Dad's Email |
| Roommate 1 | Roommate's Full Name | Roommate's Email |

- This will automatically send an application to each of the roommates listed.

donotreply@rentmanager.com
to me

TENANTWEBACCESS

Hello Your Name Here, You are receiving this email because you have been identified by Key Person's Name as an additional applicant on a recent application. An account has been created for you using the email address Your Email Address. Please verify your email address and finalize your account using the following link:

Finalize

You may use this account to access and complete your application. If you have any questions, please contact the property manager.

Sincerely,

@meridiangroupprem.com
Application Address Here

This is an automatically generated email. Please do not reply to this message as all replies are routed to an unmonitored mailbox. If you did not authorize this request, please disregard this email as no further action is required.

- Coordinating the lease signing appointment and security deposit payment to secure the unit.

STEP 2: APPLY

- All applications need to be completed online at <https://mgrem.twa.rentmanager.com/applynow/>.
 - If you have trouble completing the application through the link provided by the Key Person in your group, you may complete a separate application without the link by going to www.meridiangrouprem.com. You will need to state your roommate(s) names on your application in order to be processed as a group.
 - You will be required to upload your photo ID when you apply.
- ALL applicants are required to apply with a guarantor (please see Guarantor instructions below) to qualify.
 - Anyone who is unable to obtain a guarantor, including international students, may apply without guarantors but will need to pay a double security deposit if approved. Either all applicants apply with a guarantor and pay a security deposit equal to 1 month's rent plus \$200 or all applicants apply without guarantors and pay a security deposit equal to 2 months' rent.
- List the address you are applying to continue at on your application.
- Put the names of all your roommates on your application so we can merge your group.
- There is a \$30.00 processing fee for each rental application.
 - The fee has been waived for our continue residents!
 - Your application is good for 30 days.
- The application process usually takes 1 to 2 business days to complete.
 - Only completed applications will be accepted and processed. No exceptions will be made.
 - You will need to submit 1 completed rental application and 1 matching and completed Third-Party Guarantee application per each bedroom to begin the application process.
 - Once the application is approved, the group's Key Person will be notified.
 - Payment for the full Security Deposit is required at the lease signing.
 - The deposit is equal to **1 month's rent plus \$200** or 2 months' rent if approved without guarantors.
 - This payment will only be accepted in the form of a cashier's check, money order or through your Tenant Web Access (TWA) account. NO cash, personal checks, debit or credit cards accepted at this time.

MAKE A LEASE SIGNING APPOINTMENT:

- Current Residents have until **5PM on Friday, January 10, 2020**, to make an appointment to sign their lease before their unit becomes available to be leased on our open market.
- Leases can be signed in person in our office or can be sent through your TWA portal to sign electronically.
- Please specify your lease signing preference at the time you make your appointment.
- To make a lease signing appointment, please email us at IVLeasing@MeridianGroupREM.com or call us at **(805) 692-2500 x0**.
- **At or before your lease signing appointment, please make sure you have:**
 - **A completed application for each and every Lessee/Roommate and the Guarantors.**
 - **Payment of any security deposit due.**

GUARANTORS:

- Guarantors should receive a link from the applicant they are cosigning for to complete their application.
- Guarantors need to complete the Isla Vista Continuing Guarantor Application and upload a copy of their ID with the online application.
- The application fee for the Guarantors of continuing residents has been waived!
- Applicants are not approved until their Guarantor has submitted their completed application.

SECURITY DEPOSIT:

- If **all current** residents are signing onto the continuing lease, a new security deposit will **not** be required, unless there is an increase in your rent, in which case you will only need to pay the difference at your lease signing appointment or online using your Tenant Web Access account.
- If **any** roommate is terminating from the lease, **a new security deposit will be required** and the current security deposit will be refunded within 21 days of the termination of the current lease term.
- If needed, we are happy to set a payment plan for you.

If you have any questions regarding our units or the application process, please contact us at (805) 692-2500 or via email at JVLeasing@MeridianGroupREM.com.

“Big or Small...MERIDIAN GROUP Has It All”
From Studios to Houses and everything in between!

MERIDIAN GROUP

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