

## To-Do Steps for Fall Session Apartment Reservation Request

Apartments are assigned on a “first come, first served” basis regulated by the date the *completed apartment reservation paperwork* is received in our office. An early reservation is necessary to best insure a particular preference. Space is limited and late reservation requests may result in no availability.

### Reservation Procedure:

Step 1. Print and fill out *Rental Application*. Future residents, who do not have established credit, print and fill out *Rental Application*. Also, print *Co-Signer Application* and have your co-signer fill it out. Be sure all forms are signed and dated. Roommates are required to complete a separate Rental Application. Any person completing the Rental Application is required to pay a \$20 Application Fee. Each applicant and co-signer must turn in a copy of their driver’s license for identity verification.

Step 2. Print and fill out *Fall Session Apartment Reservation Form*. This form requires you to make a preference selection pertaining to apartment style, apartment community location, and preferred move-in date and latest possible move in date. To aid you in this selection, please refer to our website and review apartment floor plans and our different student community locations. A Two Hundred Dollar (\$200.00) deposit is required to be placed on the reservation list.

Step 3. Return *Rental Application* (and *Co-Signer Application*, if needed), *Fall Session Apartment Reservation Form*, a CHECK or MONEY ORDER (no cash is accepted) made out to Evergreen Terrace Apartments in the amount of Twenty Dollars (\$20.00) per Applicant. a CHECK or MONEY ORDER made out to Evergreen Terrace Apartments in the amount of Two Hundred Dollars (\$200.00). The Application Fee and Reservation List Deposit must be paid by separate checks.

If you mail this paperwork, please wait one week and then email us to confirm we received your paperwork. [Leasing@EvergreenCampusApts.com](mailto:Leasing@EvergreenCampusApts.com)

### Assignment Procedure:

Once we receive your completed forms, application fee and the deposit, we’ll request the necessary credit reports and place you on the reservation list. If we determine you need a Co-Signer or other paperwork, we will send out a notice to inform you.

Current residents are given first choice to continue their leases. Apartments belonging to residents on notice to move will be placed into an inventory from which apartments will be assigned to new residents. Apartments are assigned one month in advance of your preference move in dates (requests for move-in dates for the month of August will be assigned during the month of July).

The Reservation List deposit will only be refunded if we are unable to assign an apartment within your requested category (Studio, One Bedroom, or Two Bedroom). You will not receive a refund by cancelling your reservation. Due to unknown future vacancies, we are unable to guarantee a specific location, move-in date, layout, or particular amenities. We strive to meet everyone’s request.

We will call you once we assign your apartment. This assignment will hold the apartment in your name for seven days. During this hold period, you are required to remit the balance of your apartment deposit. If the balance is not received within this temporary hold period, the apartment will be released back into “inventory” and your reservation will move to the bottom of the waiting list.

**EVERGREEN TERRACE APARTMENTS**  
902 ASHLEY ROAD-OFC, JOHNSON CITY, TN 37604  
(423) 926-1769 or (423) 926-6722

**Fall Session Apartment Reservation Request**

I/We, \_\_\_\_\_ and \_\_\_\_\_ agree to pay the amount of \$200.00 to be added to the apartment reservation list. I understand that I will receive a refund only if said apartment is unavailable. If I cancel this reservation, I understand the \$200 will be forfeited. When an apartment is assigned to me, this \$200.00 will be credited toward the total deposit due on the apartment and the assigned apartment will be held for seven days. To continue to hold the apartment, the remaining balance of the deposit must be received within these seven days. Rent charges begin upon moving in or no later than three days after the apartment has been made ready for me.

Preferred move in date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Latest possible M/I date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Preference Apartment Location and Style: (please circle only one)

**Greenwood Drive Community**

Studio                  Small One Bedroom                  Medium One Bedroom  
Large One Bedroom                  Two Bedroom Townhouse

**Ashley Road Community**

Studio                  Small One Bedroom                  Medium One Bedroom  
Large One Bedroom                  Two Bedroom Townhouse          Two Bedroom Flat

**Seminole Drive Community**

Medium One Bedroom                  Large One Bedroom

**Notes:**

\_\_\_\_\_

\_\_\_\_\_  
Applicant #1 (sign here)                  Phone Number                  Email Address

\_\_\_\_\_  
Applicant #1 (sign here)                  Phone Number                  Email Address

**\*\*ALL INFORMATION MUST BE FILLED OUT COMPLETELY\*\***

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