




Approved Y N By: _____ Date: _____
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### Apartment Waitlist Reservation Form

Today's Date: \_\_\_\_\_

Leasing Representative: \_\_\_\_\_

<b>1. Apartment Information</b> Move-in Date: _____ Price Range: _____ Property Name: _____ Property Address: _____ # Bedrooms: Studio 1 2 3 4 Requested Features / Amenities: _____ _____ _____	<b>2. Broker Information [office use only]</b> Applicant(s) represented by a real estate agent? Y N  Broker Name: _____ Company: _____ Phone #: _____ Email: _____			
<b>3. Deposits/Fees</b> a. <b>Reservation Deposit</b> : _____ <small>[Refundable or applied to Move in Funds]</small> b. <b>Application Fee</b> : _____ <small>[\$39 per applicant- non refundable]</small> c. <b>Wait List Fee</b> : _____ <small>[\$100 per unit- non refundable]</small>  <div style="text-align: right;"> <b>TOTAL</b> _____            Received? Y N         </div>	<b>Receipt [office use only]</b>  Form of Payment: Check/Money Order/Credit Card  <div style="text-align: center;">  </div> Check/MO Number(s): _____  CC Confirmation Number: _____			
<b>4. Applicant Information</b>				
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">Applicant Name</td> <td style="width: 33%; border: none;">Phone Number</td> <td style="width: 33%; border: none;">Email Address</td> </tr> </table>		Applicant Name	Phone Number	Email Address
Applicant Name	Phone Number	Email Address		
1.				
2.				
3.				
4.				
All applications attached? Y N				

**I/We the applicant(s) and above listed broker (if applicable), both jointly and severally acknowledge that I/we have reviewed the above information for accuracy and furthermore have read, understood, and agree to the terms and conditions listed on page 2 of this document. I/We acknowledge that failure to adhere to the terms and conditions listed herein may result in loss of deposit and/or failure to secure an apartment unit.**

Applicant #1 Signature: \_\_\_\_\_

Applicant #2 Signature: \_\_\_\_\_

Applicant #3 Signature: \_\_\_\_\_

Applicant #4 Signature: \_\_\_\_\_

Broker Signature: \_\_\_\_\_

## Terms & Conditions

- 1. Substantial Similarity** If landlord is unable to provide a unit matching the criteria detailed in Section 1, a substantially similar unit will be offered. Features such as floor number, sightlines, compass orientation, flooring type, and interior finishes are considered *minor* differences and do not affect the substantial similarity of a unit.
- 2. Availability** The future availability of apartment units at the above referenced property matching the criteria in Section 1 is presently unknown. Landlord in no way guarantees the availability of a unit matching (or substantially similar to) the criteria detailed in Section 1.
- 3. Deposits** The reservation deposit listed in Section 3, Line (a) will only be refunded if landlord is unable to offer applicants a unit that is substantially similar to the criteria in Section 1. The application fee and the Wait List fee listed in Section 3, Lines (b) & (c) are non-refundable.
- 4. Applications** The applicant(s) listed in Section 4 must each complete The Hamilton Company's rental application which must be submitted with this form in order for applicant(s) to be eligible for the waitlist. The Hamilton Company will process each rental application within 48 hours of receipt. If any applicant listed in Section 4 fails to meet The Hamilton Company's minimum rental standards, all applicants will be removed from the waitlist and will lose their chronological placement in said waitlist.
- 5. Broker Fee** The broker fee, if any, offered in Section 2 is only due and payable upon receipt of a completed lease, including all deposits, between the Brokerage Agency and the applicants listed in Section 4 for an apartment unit at the same address and substantially matching the criteria listed in Section 1.
- 6. Notice to Applicant(s)** Landlord shall notify applicants of available units via the applicants' email address(es) provided on the front of this form. The applicant(s) is/are solely responsible for maintaining and monitoring their email account(s) and Landlord shall not be responsible for any technical issues associated with the applicants' email service nor for the applicants' failure or inability to monitor or check their email account(s).
- 7. Timing** Landlord will offer applicants a substantially similar unit no later than 60 days prior to the desired move-in date listed in Section 1. If landlord is unable to offer applicants a substantially similar unit by the date that is 60 days prior to the desired move-in date, applicants will have the option to terminate this waitlist agreement and receive a full refund of the reservation deposit listed in Section 3, Line (a) (application & administrative fees are non-refundable).
- 8. Applicants' Rejection of Units Offered** Applicants will have the option of rejecting up to two (2) substantially similar units without losing their placement on the waitlist. If applicants do not accept any of the first three (3) units offered, they will forfeit any and all deposits made hereunder and will be removed from the waitlist. Once a unit is rejected, it may no longer be available for applicants to lease.
- 9. Applicants' Decision Period** Applicants will have a maximum of 48 hours from the time Landlord notifies them of an eligible unit to accept or reject the unit. Failure to respond within 48 hours will be considered a rejection of the unit pursuant to the terms and conditions herein.

**I/We have reviewed, understand, and agree to the Terms and Conditions above.**

Applicant(s) Initials

\_\_\_\_\_  
\_\_\_\_\_