



House Manager Worksheet



Castle Property
 919 North Main Street, Harrisonburg, VA 22802 (540) 564 - 2659
 e-mail: office@castleproperty.com web site: http://www.castleproperty.com

House Manager: The following five items are needed to complete an Application Package. Please bring these items into the office to schedule a lease signing appointment. You may also use the 24hour drop box in front of our office. If your group has paid for a hold on the property, be sure to return these items prior to the deadline listed on the hold agreement.

1: Please complete the information below for the property your group intends to rent.

Property Address: _____, Harrisonburg, VA

House Manager: _____ e-mail: _____ phone: _____

Bedroom # _____	Tenant name: _____	Rent: _____ \$
Bedroom # _____	Tenant name: _____	Rent: _____ \$
Bedroom # _____	Tenant name: _____	Rent: _____ \$
Bedroom # _____	Tenant name: _____	Rent: _____ \$
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Bedroom # _____	Tenant name: _____	Rent: _____ \$
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Bedroom # _____	Tenant name: _____	Rent: _____ \$
Bedroom # _____	Tenant name: _____	Rent: _____ \$

Note: The rents listed above INCLUDE any house manager discounts. The total rent must add up to the amount listed on the web site for the property.

Total House Rent: _____ \$

2: Include a Completed Tenant Application for each Tenant.

3: Include a Completed Co-Signer Application for each Tenant.

4: Include a check or Money Orders payable to **Castle Property** from each Tenant for the amount listed below:

New Tenants:	\$145.00 (first \$100 of the security deposit + \$45 application fee)
New Tenants with a hold fee paid:	\$100.00 (first \$100 of the security deposit. Application fee waived)
Current Tenants in same house:	Difference in deposit between current and new lease.
Current Tenants changing houses:	\$100.00 (first \$100 of the security deposit. Application fee waived)

5: List two different times the House Manager and the group can meet to sign a lease at our office. Please pick times that are at least 24 hours after this worksheet is received to allow for lease processing. If the property has more than 5 bedrooms, the group may make two separate appointments if no one time can accommodate the entire group. The house manager must attend all appointments.

Appointment Times: Mon – Sat: 7:00am – 8:00pm, Sun: 3:00pm – 8:00pm (as available)

Appointment 1:
 Preferred Date/Time _____
 Alternate Date/Time _____

Appointment 2:
 Preferred Date/Time _____
 Alternate Date/Time _____

For Castle Property Use:

Worksheet Received (date/time) _____