

**Theta Chi Fraternity  
Chi Chapter – Auburn University  
LEASE PREPARATION CHECKLIST  
2011-12**

Please complete the following checklist and verify that all of the items are included in the lease packet you return to the House Corporation. **If STUDENT and GUARANTOR do not submit a COMPLETE LEASE AGREEMENT by the specified deadline, including a deposit equivalent to one month's rent (\$470 for single rooms, \$370 for double rooms), STUDENT will be subject to losing his room selection priority and will not be guaranteed a room in the Chapter House.**

All leases and deposits for the 2011-12 school year must be submitted to the House Corporation **no later than Friday, January 29, 2011**. Do not miss this deadline.

Completed lease packets should be turned in to Treasurer Sterett Seckman.

STUDENT NAME: \_\_\_\_\_

- Did you select a payment option A, B or C in Paragraph 3 of LEASE AGREEMENT?
- If you selected payment option A in Paragraph 3 of LEASE AGREEMENT, did you choose a payment schedule for non-rent charges and fees?
- Have you included with your LEASE AGREEMENT a security deposit equivalent to one month's rent (\$460 for single rooms, \$360 for double rooms) ?
- Have BOTH the STUDENT and GUARANTOR signed the LEASE AGREEMENT in the presence of a Notary Public?
- Has the STUDENT or GUARANTOR specified STUDENT'S expected graduation date on the signature page of LEASE AGREEMENT?
- Have you provided emergency contact information?
- Have you included all pages of the LEASE AGREEMENT?
- Have BOTH the STUDENT and GUARANTOR read the CHI CHAPTER HOUSE POLICIES?