Thank you for inquiring about renting a Schmates Home!

We are here to help you navigate the ins and outs of securing a Schmates Home for your junior/senior year.

The first thing you need to do is access our website at [www.schmatesrentals.com](http://www.schmatesrentals.com). There you will find the Application, the Sample Lease, the Parent Letter and more information about each of our homes and the leasing process.

Below is the specific checklist to guide you through the process. If you have any questions after reading through this checklist, feel free to contact me at info@schmatesrentals.com or call us at 847-274-6600. We look forward to working with you.

**Next steps in the leasing process**

* 1. Go to our website, [www.schmatesrentals.com](http://www.schmatesrentals.com) to download the **application.** You will find this by clicking on the box that says Leasing on the right-hand side of the Home page. Also, download the **Sample lease** and the **Leasing Process Form** to look over.
* 2. Before filling out the application, read the **Parent Letter** which can be found by clicking on the Parent Information box on the right-hand side of the Home page. Copy & paste the parent’s letter and email to them to read.
* 3. Request that your parents read the **Parent Letter**. Request that they also look over the **Sample Lease** on the website**.** Your parents will have questions and the information available on our website should answer those questions. We welcome their calls.

* 4. Now fill out the application in its entirety including all the information requested for each of the persons who will be on the lease. When completed, scan it and email it back to us with **scanned driver’s licenses** of all persons who will be on the lease. Send to info@schmatesrentals.com. At this point the home is being held for your group and no one else can rent it.
* 5. When that is received by us, we will email the specific lease to all of your group.
* 6. The lease should be completed by printing it, having each of you read through each page and **initial** at the **bottom of each page** and then **signing and completing the last** **page.**
* 7. Scan and email the completed lease back to us at info@schmatesrentals.com. The **$800** **per person security deposit** must be received with the signed lease. Please write the address of the home you are renting on the Memo line. The security deposits checks may be mailed to: **Schmates Rentals, 942 Woodbine Lane, Northbrook, IL. 60062**

* 8. When the lease is signed and returned to us and the security deposits are in, we will record the check number of the security deposit check and the date it was written on the last page of the lease. If cash was given, we will indicate that. We will sign the lease on the first page and on the last page.
* 9. We will then scan and email a copy of the completed lease to each of the persons on the lease. Congratulations on securing your home for Jr/Sr year!