



Instructions for Completing Your Lease

*Thank you for your application for housing with Campus Village!
Instructions on what needs to be completed by you and your guarantor are listed below.
Please return your completed Lease Agreement and any additional forms to:*

**Campus Village at Auraria
318 Walnut St.
Denver, CO 80204
P: 303.573.5272
F: 303.573.5273**

If you have not paid the \$150.00 application fee, please make sure to include a check for this amount as this will have to be taken care of before we can sign off on your lease agreement.

Pay special attention to the following areas:

1. TENANT (Student):

- ✓ Fill in any missing information in the **Lease Summary** section on Page 1
- ✓ Complete the **Resident Signature** section on Page 7
- ✓ Initial the top of Pages 1-7
- ✓ Complete the Parking Form Attachment (included in e-mail only if parking was indicated on the application)
- ✓ Complete Liability Form (will be in move in packet)
- ✓ Read the Resident Handbook online at: <http://www.campusvillagedenver.com/handbook.php>

2. GUARANTOR (Parent or Guardian must sign, regardless of Tenant's age or status):

- ✓ Sign, initial and date the "Guarantor" section on Page 7.
- ✓ NOTARIZE Page 7 - *this is only required for the Guarantor section; Tenant section does not need to be notarized. If you sign the document in front of Campus Village Staff, no notary will be necessary.*
 - UC Denver has provided a financial guarantee that takes the place of guarantor for the purposes of this lease. Please leave the guarantor section of page 7 as well as the notary section and witness section blank.

3. TENANT/GUARANTOR:

- ✓ Include Tenant's full name on all payments and correspondence.
- ✓ Please make all checks payable to: **Campus Village at Auraria.**
- ✓ **PLEASE RETURN ALL PAGES** for the Landlord's signature at your earliest convenience. We will e-mail you a scanned copy of the executed lease to the student and guarantor e-mail addresses provided on the lease. *A SPACE IS NOT GUARANTEED UNTIL ALL PARTIES HAVE SIGNED THE LEASE.*

*****Once we have received your completed lease agreement and the application fee is paid, we will email you the link to complete your roommate survey. *****

Thank you! ~ Campus Village Staff