



### **Early Move In Application**

To apply for early move-in for the school year of 2024-2025 the following must be completed:

1. Lease must have all signers
2. All co-signers must be submitted
3. All fees paid and \$0.00 balance

Once the application is completed with parties that are interested in moving in prior to the lease dates, the tenant(s)/prospect(s) must send a clear and legible copy of the application to [emi@fsite-aps.com](mailto:emi@fsite-aps.com).

The application will be reviewed by management to ensure the apartment does qualify for the early move in process. If approved, an email will be returned to the original tenant(s)/prospect(s) requesting that payment be made via the resident portal.

To ensure payment has been made tenant(s)/prospect(s) must request a confirmation email. Once payment has been made a confirmation email will be sent. Residents will need to provide the confirmation email at key pick up.

**\*\*\*Transfers & Fall/Spring (10 Payment Leases) do not qualify for Early Move in\*\*\***

**Transfers – Current resident(s) with First Site signs another Summer/Fall/Spring (12 Payment Lease) at another First Site Location for the following school year do not need to complete this.**

**10 Payments – August move-in date**



## EARLY MOVE-IN APARTMENT APPLICATION & PREPARATION WAIVER

The residents of \_\_\_\_\_, Normal IL. 61761 choose to move into apartment noted prior to the date specified in the lease:

- Early move-in is Monday, May 20, 2024 – May 31, 2024. This option is only for Summer/Fall/Spring Leases (12 Payments) or Summer/Fall Leases (8 Payments).
- All apartments that are considered transfers, occupied for the summer and/or being renovated over the summer are excluded.
- Early move-in forms must be signed and emailed to [emi@fsite-aps.com](mailto:emi@fsite-aps.com) by 3pm on March 1st, 2024. All forms received after this date/time are invalid. Lease must be completed and must have a \$0.00 rent balance to be accepted.
- Fee: There will be a fee equal to \$150 per bedroom. This fee must be paid with the submission of the completed EMI form, via the resident portal.
  - \$600 – 4bedroom, \$450 – 3bedroom, \$300 – 2bedroom, \$150 – 1bedroom

### **MAINTENANCE/ PAINTING/ ETC.**

RESIDENT(S) agree that First Site may not be able to properly prepare the apartment prior to the move-in date above. RESIDENT(S) also agree that First Site may have individuals working in the apartment during reasonable hours after your move-in date above.

### **CLEANING/SHAMPOOING**

RESIDENT(S) agree that First Site may not be able to clean the apartment nor shampoo the carpet and that RESIDENT(S) will be FULLY RESPONSIBLE for PROFESSIONALLY cleaning the apartment and carpets prior to the END OF THE LEASE – for move-out inspection.

### **PERSONAL PROPERTY**

During this period before the stated lease move-in date, RESIDENT(S) agree that independent contractors over whom First Site has no direct supervision may be doing work in the apartment and that losses or damage to personal property could result by someone not affiliated with First Site and the First Site will not be liable for damage or loss.

RESIDENT \_\_\_\_\_ DATE \_\_\_\_\_

RESIDENT \_\_\_\_\_ DATE \_\_\_\_\_

RESIDENT \_\_\_\_\_ DATE \_\_\_\_\_

RESIDENT \_\_\_\_\_ DATE \_\_\_\_\_

MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

\*Form not valid without signature of all residents and a First Site Agent.