

INSTRUCTIONS FOR APPLICATION

1. Download the lease application from www.kutztown.com (housing)
2. Complete application (all the information must be included)
3. Easiest is to use our upload service at <https://www.kutztown.com/uploader/upload/>
4. OR Drop off the application, copy of driver's license
5. Checks are to be made out to one of the following companies.

120 West Main Street	Hexnova Group LLC
122 West Main Street	Hexnova Group LLC
471 West Walnut Street	Hexnova Group LLC
253 West Main Street	K & R Realty LLC
370 Normal Street	K & R Realty LLC

Drop off address is **122 West Main Street (THROUGH THE FRONT DOOR MAIL SLOT)**
NOT THE MAILBOX ON THE OUTSIDE WALL!

6. Call, text or email Peter at 610-360-1957 or corp@kutztown.com when all applications are turned in.

INSTRUCTIONS FOR LEASE AND GUARANTEE

The Lease Documents will be sent by email to you and your parents.

Please sign the Lease **initialing each page** and deliver to 122 West Main Street **DOOR MAIL SLOT.**

If required parents may send the Guarantee and a copy of drivers licenses by mail.

Include the Security that are listed on the front page of the Lease with the lease or by mail.

PROCESS FOR OUR DECISION AS TO WHO GETS THE APARTMENT

We will continue to show and offer the our apartments until we have received all of the information from all of the tenants in a Group. This includes all of the information on the application, all drivers licences, signed Leases and Guarantees and the balance of Security/Utility Deposits. If you think that one of the group members is wavering then you should look for an alternate in order to be considered.

RETURN OF SECURITY AND UTILITY DEPOSITS

Our policy is to return the Security and Utility deposits to any applicant who is not approved to rent the apartment. If you have provided a signed Lease and Guarantee, all drivers licences and the Security/Utility Deposits and we decide not to approve your group.

MAILING ADDRESS

Hexnova Group LLC, PO Box 344, Kutztown PA 19530-0344

K & R Realty LLC, PO Box 281, Kutztown PA 19530-0281

If you have any questions please call:

Peter Keegan 610-360-1957 for assistance