

3600 PENN ASSOCIATES, LLC

New Tenant Processing

Congratulations! You've found a new place to live!

Step 1: Complete and submit the Deposit Agreement along with payment equal to one month's rent. If you've not received one from us, you can locate the document online at <https://wylie.managebuilding.com/Resident/PublicPages/DocumentsSearch.aspx>

The deposit reserves the unit for you pending the outcome of the application approval and later becomes your Security Deposit under the terms of the Lease Agreement in Step 3 below. Payment may be made in person, via our mail slot at the office located at 5170 Butler Street, or via mail. Please note the unit is not officially reserved until payment is received.

Step 2: Complete and submit your online application. Each occupant must complete and submit their own separate application, including a co-signer, if one is necessary. The form is located at <https://wylie.managebuilding.com/Resident/apps/rentalapp#!/>

Step 3: You will receive a Welcome Letter and Lease Agreement via email with instructions regarding how to change utility accounts and information needed at the time of lease and key transfer.

Step 4: As your Move-In date nears, you will be contacted to coordinate a day and time to finalize your lease, receive a key and take occupancy of the unit. At this time, you are required to pay your initial month's rent plus Pet Deposit if applicable. You will also receive instructions about accessing our Tenant Portal and making online payments.

We look forward to serving as your landlord!