

# High Street Property Management, LLC

Student Rentals in Geneseo

94 Main Street, Suite 103B

Geneseo, New York 14454

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RE: Financial Aid (“FA”) Requirements

To Whom It May Concern:

If you are receiving financial aid for the current/upcoming academic year, our policy is as follows:

Fall semester rent is due June 1<sup>st</sup> preceding the start of the Fall semester of the term in reference.

**If you have qualified for financial aid and would like to apply to use your financial aid for the Fall semester to pay for your off – campus housing costs during your residency with us, by June 1st preceding the Fall semester, you are required to:**

**1. Provide us with proof of financial aid.** This is usually obtained from the college. It is normally one sheet of paper that states the amount which has been awarded and accepted for each semester. You can either email this to [marilyn@geneseorentals.com](mailto:marilyn@geneseorentals.com), fax it to 585-991-7645, deliver it to the HSPM office either in person or slide under the office door in a sealed envelope if the office is locked. Please include all your information and a note explaining what it is we are receiving from you, or you can mail to the address above or have it delivered by courier.

**2. Provide us with 2 checks.** One check is for the fall semester and one is for the spring semester. In the memo for the Fall check, please write your name, FA, Fall rent 20\_\_(applicable year) and the full address of the rental. Then either date the check Sept. 1, 20\_\_(applicable year) or leave it blank to be filled in when your financial aid arrives. The same is done for the Spring semester check except “Spring rent 20\_\_(applicable year)” should be written in the memo and the date on the check should be January 15, 20\_\_(applicable year) or left blank. We hold these checks in our lock box at our bank until you call to say that the money is in and that the check can be deposited. However, this does not mean that you are released from paying rent in the event that you do not receive your financial aid. This is just the option of delayed payment. In no instance shall we extend this waiver beyond November 1<sup>st</sup> of the applicable year for the Fall financial aid, or March 1<sup>st</sup> of the applicable year for the Spring financial aid, and in no event shall anyone be released from the obligations set forth in the lease agreement that you signed for your unit. If you pay after these dates, you may be assessed late fees per the lease.

If you have not satisfied the above requirements and ensured that they are in our physical possession prior to your rental due dates, we reserve the rate to charge fees to compensate us for the administration entailed in handling your account.

I hope this helps you understand the process. If you have any questions, please feel free to call our office at 585-991-7688 or email [rent@geneseorentals.com](mailto:rent@geneseorentals.com).

Thank you.