

Lancer Group Properties: Lease Information

- Applications must be filled out in full and signed before they are processed.
- The Application process can take up to a week and involves confirming the information presented in the form.
- Once the Application has been approved by Lancer Group Properties, a time will be scheduled for a lease signing.
- The Security Deposit is due upon lease signing.
- Before keys are given out and tenants can move in, the first month's rent and security deposit must be paid in full.
- Upon Move-In of any Lancer Group Properties residence, the tenant is responsible for filling out a Check-In form and returning this form within three (3) days of moving in.
- Rent is due on the 1st of each month.
- Late Fees and NSF Fees are listed in the Lease and added to an account when applicable.
- Budget amounts are collected monthly as an escrow for selected utilities listed in the Lease.
- No kegs or large parties are allowed in any location owned or managed by Lancer Group Properties.
- Noise levels must be in line with City of Menomonie Ordinances. Please have respect for your neighbors.
- Any vandalism must be reported to the Menomonie Police Department as well as to Lancer Group Properties.
- Contact the Lancer Group Properties office (715-235-6000) to report any maintenance issues. Work orders will be written up and addressed as quickly as possible.
- Maintenance issues resulting from normal wear and tear will be taken care of by Lancer Group Properties or subcontractors of Lancer Group Properties. If the issues are resulting from negligence of the tenant or tenant's guests, the tenant will be financially responsible for the repair that Lancer Group Properties facilitates.
- Check-out sheets will be provided to tenants prior to move-out. This will list explicitly what will need to be done to clean the apartment. Extra cleaning done by Lancer Group Properties or subcontractors of Lancer Group Properties will be charged to the tenant.
- Keys must be returned and a forwarding address must be given to Lancer Group Properties upon move-out.

Lancer Group Properties: Maintenance and Emergency Information

- For general maintenance issues, please contact the Lancer Group Properties office. Our telephone number is 715-235-6000 and we are located at 1820 Stout Road, Menomonie, WI 54751. The office is typically open Monday - Friday from 9:00am - 5:00pm.
- Emergency issues can be reported by calling our office telephone number and referring to the emergency phone number listed on the voice mail. Please also leave a message on the main voice mail regarding the issue. Please only call the emergency telephone number if the issue is an emergency.
- Any vandalism must be reported to the Menomonie Police Department as well as to Lancer Group Properties.
- Once reported to our office, work orders are written up and addressed as quickly as possible. We do prioritize work orders based on the nature of the situation.
- Maintenance issues resulting from normal wear and tear will be taken care of by Lancer Group Properties or subcontractors of Lancer Group Properties. If the issues are resulting from negligence of the tenant or tenant's guests, the tenant will be financially responsible for the repair that Lancer Group Properties facilitates.