

VANCE J. ELLIOTT REALTY GROUP

COMMERCIAL & RESIDENTIAL PROPERTIES

Application Rules & Procedures

1. Application fee: \$40.00 per person; \$20.00 Lease Contract Guarantor fee, per Guarantor. (Guarantor's are required for most applicants.)
2. An application deposit required to process the application. The application deposit is equal to ½ the full security deposit for houses, condo's & duplexes. For apartments, the application deposit is equal to the security deposit. Upon approval of the application, the application deposit will be credited towards security deposit. If the application is not approved, then the application deposit will be refunded to you, by mail, within 30 days.
3. Upon application approval: you will be required to sign a lease contract within 3 days of your verbal notification of approval or within 5 days of your receipt of written approval by mail. If you fail to sign as required, we will keep the application deposit as liquidated damages, and terminate all future obligations.
4. All properties require a security deposit, which may vary from property to property. Deposit amount will be listed below. A deposit amount equivalent to 1 - 3 months rent may be required depending on the results of the credit report. All deposits must be in the form of **CASHIER'S CHECK or MONEY ORDER!**
5. Once a security deposit has been paid it is NON-REFUNDABLE.
6. All deposit amounts must be paid in full before anyone can move in. All money paid at move in must be paid with certified funds (cashier's check or money order). After move in, rent may be paid with personal check. We also have automatic withdrawal available for rent payments.
7. Tenants in a unit will be responsible and will be charges for tenant related maintenance expenses, which are due upon receipt.
8. If the property allows pets, a minimum pet deposit of \$200.00 and a pet charge \$200.00 is required.
9. Keg and/ or keg parties are grounds for IMMEDIATE eviction. A first lease violation issued for any reason will result in a \$50 fine and the fines will continue to increase by \$25 per violation. However, any more than 2 lease violations may result in eviction.
10. Upon move in, tenant will be required to pay a full month's rent and any pro-rated amounts will be paid the following month (second month of tenancy). Utilities must be transferred into your name before you will be allowed to move in, bring receipts for proof.

Tenant #1 Signature

Date

Tenant #2 Signature

Office Representative

Tenant #3 Signature

Tenant #4 Signature