

Standard Procedures to Lease

Review the Application Agreement (on the last page of the Application) carefully and acknowledge that you accept its terms. ALL occupants must be listed on the Application.

Single-family homes can accept one family or a maximum of two unrelated adults.

You must deliver to our representative an application fee or submit the application fee online. *Each person who is over the age of 18 and will occupy the property must complete an application and pay a non-refundable application fee of \$50.*

Basic Guidelines for Approval are 80% favorable information on the credit reports and verifiable monthly income equal to or greater than three times the monthly rent. In some cases, an additional deposit may compensate for credit issues.

Any false information will be grounds for rejection of the application. Management will verify the information by contacting applicant's employers and creditors and others who may or may not be listed herein.

The property is being leased "AS IS" in its present condition. Any stipulations, changes or modifications to the property or terms of the Lease which are advertised must be listed as contingencies of this application.

Vacant properties are ready to occupy and the Lease must start within ten days of Application. Otherwise, the Lease must begin on the advertised available date.

If approved, Management will notify you and prepare a Lease Agreement. You will then have 24 hours to sign the Lease and submit payment of the Reservation Fee (equal to one month's rent). If pets are permitted a pet fee of \$200 per pet is payable at this time. Prorated rent will be collected at the time of the move-in inspection.

Management will continue to market the property until Application is complete, Lease is signed by all parties, and Reservation Fee has been paid.

After the Lease is signed and the *Reservation Fee* has been paid, it is *non-refundable* if you choose not to move into the property.

Notice to one of the applicants shall constitute notice to all of the co-applicants, and Notice from one of the applicants shall constitute notice from all of the co-applicants.

Valid Photo Identification must be presented for final approval. To expedite the process, send a copy of your Photo ID and your most recent Paystub to Tri-City Realty at 770-692-5545 (fax) or to cindyr@tricityrealty.com