

## Tenant Agent's Check List

**AGENTS: Please review with all applicants. Applications will NOT be processed without the following information. Every occupant over the age of 18 is required to apply. Application fee is \$50.00 per applicant (nonrefundable).**

- Last two (2) paycheck stubs from current employer, if self-employed we will need one year of Tax Returns or 3 months of bank statements to prove income.
- Copy of DL and SS Cards
- Letter of explanation for any derogatory credit if applicable

### PRORATIONS

If the tenant will be moving in after the first of the month, what will be due to move in will be the security deposit and one full month rent. The prorated amount will be paid on the first day of the following month.

### APPLICATION FEES

Application fees must be paid by cashier's check, money order or thru online payment & are **nonrefundable**. Any online services charges will be the applicant's responsibility. Applications will not be processed or reviewed without payment.

### BROKER COMMISSIONS

Agent must submit signed Agreement Between Brokers form (Section A completed) & broker's W-9 to receive commission. Commissions will be paid within 15 business days of receiving the fully executed lease, security deposit and first month's rent. Tenant monies will need to be in the form of certified funds. If the lease term is less than 12 months the commission will be prorated accordingly.

### GENERAL LEASE TERMS –these terms will be used in our lease agreement unless stated otherwise in the MLS

- 1-year lease term
- Rent due by 1<sup>st</sup> day of the month, initial late charge of 15% after day 3, no per diem
- 60 Day notice to renew lease
- \$35.00 return check fee
- \$250.00 non-refundable pet deposit per pet
- \$500.00 pet violation, \$100 per diem
- Guest 14 days, 4 vehicles
- 45 days for key box, removal equal to first month's rent
- \$75.00 trip charge
- 10 days on inventory condition
- Tenant will maintain yard and will water at least twice a week or as needed to maintain a healthy lawn