



### Rental Property Procedures for Prospective Tenants

We keep our rental listing up to date. If you do not see what you are looking for today, please keep checking back. New properties are added as soon as they are ready to show.

Our rental process is pretty simple. First, you will need to go look at the property that you are interested in. There is a \$25 refundable key deposit to check out the key. When you bring the key back, we give your money back. Keys can be checked out Monday – Friday, 8:30 am – 12:30 pm and from 1:30 pm – 4:00 pm. They must be returned the same day.

After you have physically viewed the property, you can submit the application for it. If there is only one person on the application, the fee is \$35. If there are 2 people on the application, the fee is \$45. Application fees are non-refundable. They will run a criminal background check, access and verify your credit along with verifying your references, and you will need to provide proof of income showing that you bring home at least 3.0 times the amount of the monthly rental.

A criminal background check has to be run on every adult living in the rental property. If there are any people age 18 or over who will be living in the rental property, but are not listed on the lease, an additional \$15 fee must be paid for each one to cover the cost of their criminal background check. It normally takes about 1 to 2 days to process an application.

If you are moving from another area and are unable to physically view the property beforehand, you can still proceed with the application process. Upon approval of the application and remittance of the security deposit, you may be required to sign a statement that you are renting the property “sight unseen” and refusing to accept the property once you arrive could result in a forfeiture of your security deposit.

Please let us know if you have any other questions. We will be happy to assist you.

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