



### 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 the desired property. There will be a fee of \$35 for the applicant along with any person living in the rental property that is over the age of 18 years old. At anytime during the lease agreement, should you have additional occupants that will be living with you in the rental property, and they are not listed on the lease, but over the age of 18 years old, an additional \$35 fee must be paid for each individual to cover the necessary cost of both their credit history and criminal background report. Application fees are non-refundable, and you will need to provide proof of income showing that you bring home at least 3 times the amount of the monthly rental. 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.

Aiken & Company, Inc. “Since 1914”  
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