

CITY LIMITS REALTY, LLC
POLICIES AND PROCEDURES

Office Hours: 8:30 A.M. to 5:00 P.M. Monday through Friday

Showings: In order to look at a property, you must leave a \$10.00 cash deposit on the keys, together with a copy of your photo I.D. You may borrow up to two keys at a time with the \$10 deposit. Keys must be returned within one hour. Failure to return the keys as agreed will result in forfeiture of your cash deposit. We stop loaning out keys at 4:00 P.M.

Applications: Before applying for a property, you must borrow the key and go inspect the property. You may not apply for a property you have not looked at inside. The application form must be filled out completely. We must have your landlord's name and phone number. Completely fill out your present and previous addresses, including zip codes. You must bring in your last two rent receipts and pay stubs, or written proof of any income received in your household. Your application will not be processed if you fail to complete the application in full or if you fail to provide rent receipts and written verification of your income. There is a nonrefundable application fee of \$25 for one adult, and \$5 for each additional adult. Processing usually takes one or two days.

We require a current address and two previous addresses for all adult applicants. If the co-applicant/spouse/roommate does not have the same current AND previous addresses as the other applicant, then he/she will have to complete his/her own application.

To Qualify: 1) Sufficient income. Your total weekly take home pay per household should equal the monthly rent of the property for which you are applying. For example, if the rent is \$600, you should bring home at least \$600/week.

- 2) Credit. We will obtain a copy of your credit file from the Credit Bureau. We are looking for good credit in general, not just on your rental payments. Unpaid debts filed with the Credit Bureau, or slow payment histories, may disqualify you.
- 3) Job stability. To qualify, you must have at least eight months full time employment.
- 4) References. We will review your present and past rental history. We are looking for tenants who consistently pay their rent on time who do not have a history of landlord/tenant complaints filed against them, and who take good care of the property.

Security Deposits: Once your application is approved, we will need a **money order** for the deposit in order to hold the property for you. No property will be held for anyone without a security deposit. Once the deposit is paid, you will have up to two weeks to pay your first months rent, by **money order**. You may not move in to the property until the security deposit and first month's rent have been paid in full. No cash accepted in this office for rental payments

It is the Tenant's responsibility to obtain Renter's Insurance to cover their personal property. At Tenant's sole cost and expense, Tenant shall purchase renters insurance coverage providing for personal liability, bodily injury, and property damage coverage with a limit of not less than \$100,000.00 each occurrence and, further, to keep Tenant's personal property on and in the Premises insured for the benefit of Tenant, during the term of this Lease, and any renewal or extension thereof, against loss or damage resulting from broad form named perils on replacement cost basis. **Tenant is responsible to obtain insurance before we can give out the key to the property. Proof of insurance should be brought in when you come to pay your first month's rent and sign your lease.** Tenant must name City Limits Realty, LLC as additional insured with a 10 day notice of cancellation.