

## **GUIDELINES AND STANDARDS FOR RENTAL PROPERTIES MANAGED BY LEPI AND ASSOCIATES REAL ESTATE SERVICES**

Revised October 1, 2008

### **Guidelines for Rental Applicants**

1. Applicant(s) must complete a rental application and provide proof of income.
2. Applicant(s) must complete and sign authorization for background and credit check.
3. Application and authorization for credit and background check must be completed for any adult that will be occupying apartment/house. Any adult that resides in the property must have their name on the lease.
4. Each applicant must pay a twenty-five dollar (\$25.00) **non-refundable** rental application fee.
5. Application, authorization for credit and background check must be completed and fee(s) must be paid prior to showing.

### **Rental Approval Standards**

- Background check must be acceptable to property manager.
- Credit check must be to a score of 600 or more.
- The property manager may make an exception if credit check is not to a score of 600. However, rent amount may be negotiated and/or additional security may be required.
- Approved tenant must pay the security deposit to hold apartment/house.
- Apartment/house will not be held for more than one (1) week without rental payment.
- Seventy-five dollars (\$75.00) of the security deposit is **non-refundable** and will be retained by Landlord for cleaning services at end of occupancy.
- Prior to occupying apartment/house Tenant must pay first month's rent.
- Prior to occupying apartment/house Tenant must have all utilities transferred into their name.
- Some of our property owners permit pet(s). A non-refundable pet deposit of one hundred and seventy-five dollars (\$175.00) per pet is required. This deposit is for the privilege of being able to have a pet; any damage done by the pet will be taken from the security deposit.

