



## RENTAL LEASING SERVICE

### *PROCUREMENT ONLY*

1. Marketing and Leasing Services
  - a. Market the property for lease, show property to prospective tenants, advertise property on various websites, list property on the multiple list service.
  
2. Assist in Qualifying Tenants
  - a. Provide rental application to prospective tenants and collect an application fee of \$35/\$50. The application fee shall be the property of the manager.
  - b. Hire a credit reporting agency to do a criminal background check and credit check.
  - c. Verify employment and income.
  - d. Check references supplied by prospective tenant(s).
  - e. Owner shall make final decision on approving applicant.
  
3. Move in Service
  - a. Provide owner with a move in inspection form. Owner will be responsible for the inspection at move in.
  - b. Collect security deposit and return the same to owner.
  - c. Collect first month's rent, to be paid to Re/Max True Advantage. All other rental payments will be paid directly to the owner.
  - d. Have tenant sign a lease using the standard GAR lease form.

***Fee: 100% of the first FULL month's rent.***