



## **Leasing Guidelines Addendum For Property Tenants:**

### **Leasing Qualifications:**

**\*24 Hour turnaround time at the latest\***

- Application
- Background Check (no felonies)
- Credit Check (checking for any evictions)
- Proof of income (must make 3 times the amount of rent; a combined income of both tenants if more than one).
- \$45 dollar application fee (everyone 18 and over no exceptions)
- Deposit (required prior to move in must be paid via debit card or cashiers check).
- First month's rent or prorated amount.(required upon move in must be paid via debit card or cashiers check)
- Pet Deposit (if not already arranged).
- Tenant Liability Insurance/Renter's insurance proof, if there is a lapse in insurance coverage we will add insurance onto your file and you will be required to pay the amount.

### **Pet Policy:**

All breeds and sizes welcome (per the owner's discretion).

\$250 non refundable pet deposit 1st pet

\$100 non refundable pet deposit for each pet after that.

### **Quarterly Inspections:**

Tenants will be required to allow Star Spangled Real Estate & Property Management to enter the property 4 times a year; 2 weeks notice will be given. A professional aesthetic inspection will be conducted on the interior and exterior of the home, to include a detailed report and pictures.

### **Referral Fees:**

A \$300 referral will be awarded to the agent bringing the approved renter.  
(check will be cut to the referring agents broker within the week of receiving the first months rent from the tenant).

Maintenance Requests:

**\*Will have a 2-3 day turnaround.\***

All requests **MUST** entered in on your tenant portal. It is the tenant's responsibility to report any issues in a timely manner, so that we can assure the issue is maintained and fixed promptly.

Yard Maintenance:

Tenant is responsible for maintaining the yard front and back during tenure of lease. To make sure it stays in good condition year round. (unless other arrangements are made by the PM and owner). Failing to maintain will result in a lease violation.

Renter's Insurance/ Tenant Liability Insurance REQUIRED:

Tenants must show proof of insurance the day of move in of having their own; or will be required to obtain ours for a designated amount provided by our vendor each month. (Will be added to rent amount.)

Rent:

Rent can be paid online through the tenant portal (ACH wire transaction from a bank account for \$0 fee), or in the form of **CERTIFIED FUNDS ONLY, NO CASH** will be accepted, (cashier's check or money order). Will accept a credit or debit card in office, but there will be a processing fee.

Late Penalty:

Rent is due on the 1st of each month. Rent is considered late after 12am on the 4th. The first day rent is late will be a \$50 dollar charge, and everyday after that will be a \$10 charge per day. If rent is not paid as set forth in the Rental Agreement we will move toward eviction and you will be charged with a judgement of unpaid rent and any damages.

**\*We pride ourselves on our outstanding customer service to our owners and tenants. It's important that we all work together to strive for a great experience for all parties.**

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