

# Rental Process

**Coldwell Banker Pryor Realty** is an equal opportunity housing provider. We fully comply with the Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, family status, or national origin. We also comply with all state and local fair housing laws. To prevent overcrowding and undue stress on plumbing and other building systems we restrict the number of people who may reside in a dwelling. In determining these restrictions, we adhere to all applicable fair housing laws including the Residential Occupancy Standards. College Students may only occupy housing that has been approved for roommates by the homeowner. Housing becomes available when it is ready to rent. Housing will be deemed available when it is vacant and has been prepared for a new resident. We update our rental list of available housing each week.

**Application Process:** We evaluate each application in the following manner. Anyone 18 years of age or older who will be living in the property, must do a walk through of the property with our agent before being approved to rent. A separate application is required for each person 18 years of age or older. Each person living in the home **MUST** be listed on the lease (this includes minor children). Married couples only require one application. An application must be filled out completely and submitted with the **non-refundable** application fee **AND** \$250.00 of the security deposit (this is only a portion of the security deposit). Application fees are currently \$50.00 for **EACH** application submitted. **The application fee will not be refunded under any circumstances.** If Coldwell Banker Pryor denies the application(s) then the \$250.00 will be refunded to the applicant. If the application(s) is/are approved and the applicant chooses to not accept the property then the \$250.00 **NON REFUNDABLE**. The application fee and partial deposit are payable by money order or cashiers check. Coldwell Banker Pryor Realty will not accept cash or personal check for these fees. Coldwell Banker Pryor Realty will begin processing the application by pulling a current credit report verifying employment and income, verifying past rental history, any by obtaining criminal history. This process can take up to three to five business days. Until a final approval has been made and the security deposit paid in full the property will continue to be shown for lease. Any additional applications that are submitted while an existing application is being processed in the order they are received.

**Security Deposits:** The balance of Security Deposits/Pet Deposits/Pet Fees must be paid **IN FULL** within 3 business days of your application being approved. If the security deposit has not been paid within the 3 business day period, the application will be considered “withdrawn”. Security deposits are held strictly as deposits and in now way apply to first or last months rent. By paying the security deposit, a property can be “held” for an applicant for an agreed upon time but not to exceed 30 days. If an applicant changes his/her mind about moving into a property after the property has been removed from the rental listings and “held” by paying the security deposit, the security deposit will be retained as liquidated damages. All deposits and the first months rent **MUST** be paid separately by a cashiers check or a money order.

**Approved Applications:** Coldwell Banker Pryor Realty will generate the lease documents. The lease agreement will be signed at the property that is being leased by the applicant with no edits to the lease agreement.

- **By initialing here \_\_\_\_\_/\_\_\_\_\_ you agree that you have read and agree to the rental process.**