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## STEP-BY-STEP INSTRUCTIONS TO RENTING A HOME

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- Choose the home(s) that you are interested in renting.

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- Drive by each home to ensure you are fond of the location and neighborhood.

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- Contact Bev Roberts Rentals, Inc. if...
  - Applicants combined gross income is 3 times the monthly rent.
  - Applicants have no prior evictions or outstanding balances with former landlords.
  - Applicants have reasonable credit worthiness as demonstrated in their credit report.

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- Once you have selected the home you wish to rent, you will need to supply the showing agent with...
  - **RENTAL APPLICATION:** Please read and fill out the Rental Application carefully. If your Application is incomplete or illegible, this will delay processing. (Download the application off our website at: [www.RobertsRentals.net](http://www.RobertsRentals.net))
  - **TWO (2) CHECKS:**
    - » **Non-Refundable Application Fee:** Each applicant must pay a non-refundable application fee.
      - Single Applicant(s) - \$50.00 per applicant
      - Married Applicants - \$60.00 per couple (Married Applicants must have the same last name; no hyphenations)
    - » **Earnest Money Deposit:** Equal to one months rent. This holds the property until the tenant application is accepted. Once accepted, the deposit is applied to the first month's rent.
      - **If paid two (2) weeks prior to move-in**, a personal check is acceptable.
      - **If paid less than two (2) weeks prior to move-in**, the funds must be in a cashiers check or money order.

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- Your showing agent will provide your Rental Application and checks to the listing agent. It typically takes a couple of days to complete the process listed below.

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- If Bev Roberts Rentals, Inc. is the listing office, we will fax your Rental Application to the National Tenant Network to process your...
  - Equifax Credit Report
  - Rental and/or Mortgage Verification
  - Nationwide Criminal Check
  - Employment Verification
    - » Many employers will not verify salary of their employees over the phone, so you may be asked to provide a recent pay stub.
    - » If you are self-employed, we will need a copy of last years 1099 or tax return.
    - » If you are retired, we will need a recent bank statement and last years tax return.

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- Your Rental Application, Credit Report, and/or other verifications will be reviewed with the property owner, who will make the final decision. We will notify you of acceptance or denial within 24 to 48 business hours.

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- When approved, we will provide you with a Residential Rental Contract and an Addendum to sign. As a matter of policy, we ask that the completed and signed contract be sent back to us within 48 hours of approval. Read through the instructions attached with the contracts carefully before completing the documents.

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- Once we have a completed and signed lease, we will email/mail you a finalized copy.

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- You are responsible for securing Renters Insurance to protect against personal property damage, and must provide a copy of such insurance policy to Bev Roberts Rentals before occupancy. You are also responsible for hooking up and paying for your own utilities unless otherwise stated in your Residential Rental Contract Lease. Typically, Tenant is responsible for, but not limited to, water, electric, telephone, cable, internet, and gas services; for the duration of the lease. For your convenience, you will find a printable utilities sheet on: [www.RobertsRentals.net](http://www.RobertsRentals.net)

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- You are required to pay the Security Deposit along with any other applicable fees such as a Non-Refundable Pet Fee and/or Pro-Rated Rent. Security Deposit is to protect the Landlord against damage and other unpaid charges. If there are no damages or unpaid charges, the Security Deposit will be returned within thirty (30) days after move-out.
  - **SECURITY DEPOSIT:** Typically equal to one (1) month's rent and due before/at move-in (contracted on pg. 7, #2):
    - » **If paid two (2) weeks prior to move-in**, a personal check is acceptable.
    - » **If paid less than two (2) weeks prior to move-in**, the funds must be in a cashiers check or money order.
  - **PRO-RATED RENT:** (amount contracted on page 7, #3)
  - **NON-REFUNDABLE PET FEE:** (amount contracted on page 7, #4)

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- Keys will be issued when you check into your rental unit. The lease must be signed and the Security Deposit and Earnest Money Deposit (First Month's Rent) paid before moving into the rental unit.

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- Rent is due on the 1st of each month and is considered late on the 5th after 5:00 PM. All rent payments received after 5:00 PM on the 5th day of the month, will automatically be charged a five percent (5%) late fee and only Cashers Checks or Money Orders will be accepted. Failure to adhere to the rules herein and/or a signed lease (including all addendums) may result in loss of some or all of monies paid.

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- All maintenance requests must be made through a Maintenance Request form on: [www.RobertsRentals.net](http://www.RobertsRentals.net)

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- Please feel free to contact us with any questions. **(919)306-5665**

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