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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.
- Drive by each home to ensure you are fond of the location and neighborhood.
- 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.
- Once you have selected the home you wish to rent, you will need to supply the showing agent with...
  - **RENTAL APPLICATION:** Complete the application on our website at: [www.RobertsRentals.net](http://www.RobertsRentals.net)
  - **TWO (2) SEPERATE PAYMENTS:**
    - » **Application Fee:** \$50.00 Application Fee must be paid by each occupant age 18 and over.
    - » **Earnest Money Deposit:** Equal to the amount of the rental listing price. The deposit is applied to the first month's rent once the tenant application is accepted. If the tenant application is denied, the deposit is returned to the tenant.
      - **Payment must be in the form of certified funds (cash, cashier's check or money order). NO EXCEPTIONS.**
- Once Bev Roberts Rentals receives your Rental Application and funds, it typically takes 24 to 48 hours to complete the process listed below.
- If Bev Roberts Rentals, Inc. will process your Rental Application to establish your...
  - Consumer Credit Reports
  - Residence Verification
  - Nationwide Criminal Records
  - Nationwide Eviction Records
  - Employment and Wage Verification
    - » Many employers will not verify salary 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 year's tax return.
- All reports will be shared with the property owner, who will make the final decision to deny or accept your offer.
- When approved, we will provide you with a lease to sign. As a matter of policy, we ask that the signed contract be sent back to us within 48 hours of approval.
- Once we have a completed and signed lease, we will provide you with a finalized copy.
- You are responsible for securing Renters Insurance to protect against personal property damage, and must provide a copy to Bev Roberts Rentals before occupancy. You are also responsible for hooking up and paying for utilities, unless otherwise stated in your lease. For your convenience, you will find a printable utilities sheet on our website.
- 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. See page one of your lease addendum for a list of outstanding funds.
  - » **Payment must be in the form of certified funds (cash, cashier's check or money order)**
- Once all the above is complete, please schedule a time with the listing agent for key pick-up.
- Rent is due on or before the first of each month. All rent payments received after the 5th day of the month will automatically be charged a five percent (5%) late fee and must be paid using certified funds.
- All maintenance requests must be made through the Maintenance Request feature on our website.