

**AshevilleKARE Property Management Rental Application**  
**Policies and Procedures AshevilleKarepm.com**  
**Email: [info@ashevillekarepm.com](mailto:info@ashevillekarepm.com) Phone: 828-356-5593**

Thank you for your interest in securing one of our rentals. Below are the policies and procedures followed by our office. Any questions, contact our office via phone or email.

**APPLICATION FEE:** Each potential occupant and lease signer, age 18 or older must submit a separate completed and signed application, a copy of their driver's license and a **non-refundable processing fee of \$225 and a non-refundable application fee of \$75 per application per person**. The application will be submitted for a criminal background check and verification of past and present landlords and employers. The application process usually takes one to three days to complete. Please include your email address and telephone number on your application and a completed rental inquiry form.

**PAYMENTS: TENANT PORTAL (THIS WILL BE SETUP UPON RECEIPT OF REQUIRED APP FORMS AND ID)**

The holding fee, security deposit, first month's rent, and any pet fee required must be paid on the tenant portal.

**HOLDING FEE / SECURITY DEPOSIT:** If you are applying for the unit within one week of the lease start date we require the full security deposit to hold it. If it is more than 1 week out to ensure that the apartment or house is held for you during the application process and that you are in first position for the unit, you will need to submit a **\$700** holding fee. The holding fee will hold the unit while we process your application. We generally process applications within 3-5 business days but we need all of the necessary paperwork within 3 days in order to do so. **You must supply the items requested within THREE business days or the hold will be forfeited. The full security deposit is due within 7 days of our notification to you of acceptance as a tenant (full security if 7 days or less from move in date).** The holding fee will be credited toward the required security deposit; *usually 1 1/2 month's rent*. Additional security deposit is required if the tenant occupying the premises has insufficient employment, need a co-signor or does not have verifiable income or if the tenant is a student. **The holding fee is non-refundable.** If you choose not to pay a holding fee, we will not guarantee that the apartment or house will be available during or after the processing of your application. We will continue to show the unit and to accept other applicants. If the balance of the security deposit has not been received in full at least 7 days prior to the start of the rental agreement the unit will be made available to other applicants and the holding fee will be forfeited.

**CLEANING FEE:** A \$100-\$250 (depending on the property) Non-Refundable cleaning fee will be collected prior to move in. You may be charged additional cleaning for upholstery & rugs for furnished apartments.

**VERBAL LEASE:** When the holding fee is paid we will let all other applicants know that a holding fee has been paid and that the applicant has a verbal lease agreement for the rental. Should the applicant choose not to lease the rental any time after the **holding fee has been paid the applicant**

**will waive all rights to a refund.** The fee will be used for administrative charges, rental ads, and any lost rent due to the breach of the verbal lease agreement.

**Please sign that you understand that the \$700 hold fee is non-refundable:**

\_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_ **Date:** \_\_\_\_\_