



AshevilleKARE Property Management

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RENTAL POLICIES & PROCEDURES

APPLICATION FEE: Each potential occupant & lease signer, age 18 or older must submit a separate application with a copy of their driver's license. The application fee is \$55 per applicant & is nonrefundable. A one-time, non-refundable administration fee of \$120 is required & will be paid through the tenant portal once set up through DoorLoop. The application will be submitted for a criminal background check & verification of past & present landlords & employers. DoorLoop does a soft pull credit check, but we typically do not use your credit score as a determining factor towards your eligibility for approval. The application process usually takes 1-3 business days to complete but can take longer if we are waiting on a landlord reference.

PAYMENTS: TENANT PORTAL (THIS WILL BE SETUP UPON RECEIPT OF REQUIRED APP FORMS & 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 to two weeks of the lease start date, we require the full security deposit to hold it. If it is more than 2 weeks 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 (you will be set up to pay this through the tenant portal.) 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 5 business days or the hold will be forfeited. The holding fee will be credited towards the required security deposit. The full security deposit is due within 7 days of our notification to you of acceptance as a tenant. Additional security deposit may be required if the tenant occupying the premises has no previous rental history, needs a cosigner, 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 rental 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 Non-Refundable cleaning fee will be collected prior to move in. This goes towards your move out cleaning at the end of your lease. You may be charged additional cleaning for upholstery & rugs for furnished rentals.

VERBAL LEASE: When the holding fee is paid, we will let all other applicants know that a holding fee has been received and that we are no longer showing the rental. We will also stop advertising the unit as available. 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 incurred due to the applicant choosing not to move forward.

Accepting these terms acknowledges that you understand that the \$700 holding fee is non-refundable. To confir, the holding fee is credited towards the security deposit & the hold may or may not be required, as it is dependent on how soon your lease would start.

Thank you,
AshevilleKARE Property Management

Applicant signature of acknowledgement _____ Date _____