

RENTAL POLICIES

To prevent misunderstanding in the future and maintain favorable rapport, please read and understand the following policies and procedures that are necessary for the smooth management of the property for which you are applying.

PLEASE CHECK THE PROPERTY VERY CAREFULLY BEFORE MAKING APPLICATION. ALL properties are rented AS IS. Any improvements you feel are necessary must be listed on the back of your application AT THE TIME you apply to rent the property. These requests will be specifically approved or denied at the time of application.

Doug/Steve St. Peters maintains only the structural components of the property. This includes the roof, structure, heating systems, plumbing fixtures (if the problem is not caused by tenant negligence), water heaters and built in appliances only. Any appliance on the premises is considered to be complimentary items and will not be maintained, however they are to stay with the property upon your departure. We can usually correct clogged drains and plumbing backups within several hours: however, unless roots in the main sewer line, or a structural defect cause the backup or clog, the tenant will be billed for this service. We will be responsible for exterminating infestations of roaches and fleas if reported to us within thirty days after you have moved into the property. THE TENANT IS RESPONSIBLE FOR ALL OTHER UPKEEP OF THE PREMISES, INCLUDING YARD MAINTAINENCE (cutting grass, raking leaves in the fall, trimming shrubs, keeping fence rows free of weeds and debris, etc.), REGULAR CHANGING OF THE FURNACE FILTERS and CHECKING FUSES. The tenant is also responsible for promptly reporting any structural problems to our office so that further damage will not occur.

NO CHANGES WILL BE MADE TO THE PROPERTY except by special written request of the tenant, and approved in writing by either Doug St. Peters or Steve St. Peters, and at the tenant expense.

THE LEASE is a legal binding agreement. Please read the sample lease carefully before applying for a property. Rent is due the first day of the month by 12:00 noon, AND ALL LATE FEES WILL BE ENFORCED.

APPLICATION PROCESS

Doug/Steve St. Peters requires \$10.00 in the form of cash, money order, or cashier's check with your application. This is a non-refundable processing fee. Once your application is approved, a security deposit equal to one month's rent must be paid. If your application is approved and you subsequently refuse the property within two weeks of paying the security deposit, we retain the \$250.00 of the deposit to defray the cost of taking the property off the market.

To qualify to lease a property from Doug/Steve St. Peters:

- The monthly rent can not exceed 28% of your gross monthly income.
- You must have verifiable employment or income, a favorable credit history, and positive rental reference or homeowners history.
- If you are under 21, a parent or relative must cosign.
- Unmarried couples and roommates must each fill out an application
- A small pet (under 30 pounds) is acceptable at some properties with an additional monthly rental amount and additional \$100 pet damage deposit. Certain breeds are not accepted.
- There can be no more than two children under age five per bedroom: we can accept no more than one child over age 5 per bedroom
- Any exception to the above is done on a case by case scenario

Utilities

The tenant is responsible for transferring utilities into his/her name within three days of signing the lease: at that time the service can be shut off without notice.

Indianapolis Power & Light
Citizens Gas
Indianapolis Water
Phone

Late fees will be assessed based on the postmark on the envelope.

Emergency maintenance request left on our voice mail system during the week or weekends, should include NAME, PROPERTY ADDRESS, TELEPHONE NUMBER AND THE EXACT NATURE OF THE PROBLEM.

I have read the basic rental and application policies of Doug St. Peters/Steve St. Peters, and understand that this document will be part of the lease agreement, if my application is approved.

APPLICANT DATE

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