

## **POLICIES AND PROCEDURES**

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**Office Hours:** 8:30 a.m. to 5:00 p.m. Monday through Friday

### **Showings:**

In order to look at a property, you must leave a \$10.00 cash deposit on the keys, together with a copy of your photo I.D. You may borrow two keys at a time with the \$10.00 deposit. Keys must be returned within one hour. A key may be borrowed over night by leaving a \$20.00 cash deposit along with a copy of your photo I.D. Overnight keys must be returned within 24 hours. **Lancaster Policy.** No overnight keys. Failure to return the keys as agreed will result in forfeiture of your cash deposit. We do not allow the keys out over the weekend. We stop loaning out keys at 4:00 p.m. each day.

### **Applications:**

Before applying for a property, you must borrow the key and go inspect the property. You may not apply for a property you have not looked at inside. The application form must be filled out completely. We must have your landlord's name and phone number. Completely fill out your present and previous addresses, including zip codes. You must bring in your last two rent receipts and pay stubs, or written proof of any income received in your household. Your application will not be processed if you fail to complete the application in full or if you fail to provide rent receipts and written verification of your income. **Harrisburg Policy** - \$ 10.00 cash application fee for each adult applying. **Lancaster Policy** - \$ 25.00 for 1 adult and \$ 5.00 for each additional adult applying. Processing usually takes one or two days.

### **To Qualify:**

- 1.) Sufficient Income.** Your total weekly take home pay per household should equal the monthly rent of the property for which you are applying. For example, if the rent is \$300, you should bring home at least \$300/week.
- 2.) Credit.** We will obtain a copy of your credit file from the Credit Bureau. We are looking for good credit in general, not just on your rental payment. Unpaid debts filed with the Credit Bureau, or slow payment histories, may disqualify you.
- 3.) Job Stability.** To qualify, you must have at least eight full month full-time employment.
- 4.) References.** We will contact your present and past landlords for a rental reference. We are looking for tenants who consistently pay their rent on time and who take good care of the property.

### **Security Deposits:**

Once your application is approved, we will need a MONEY ORDER for the deposit in order to hold the property for you. No property will be held for anyone without a security deposit. Once the deposit is paid, you will have up to two weeks to pay your first months rent, by MONEY ORDER. You may not move in the property until the security deposit and first months rent has been paid in full.

**NO CASH IS ACCEPTED FOR RENTAL PAYMENTS.**