

# Sunflower Properties

## Rental Properties - House Rules (Revised 5Apr05 at 07:55)

### 1 – Keys

- Keys to any of Sunflowers properties are not to leave the office without: 1) the top part of the Lease/Rental Application being filled out; and 2) a copy of your drivers license and/or other photo ID left with the Property Manager
- All keys are to be returned to the offices of Sunflowers Properties the same day. If the office is closed when you return, please drop them in the mail box

### 2 – Lease/Rental Application

- If you want to lease/rent one of our properties, you must fill out one of our Lease/Rental Applications – All sections must be completed
- All references on your Lease/Rental Application will be verified
- If applying for Section 8, your other (than credit) references will be verified

### 3 – Deposits

- A Security/Damage Deposit is required from all Tenants – NO EXCEPTIONS
  - Security/Damage deposits are equal to one months rent
  - Security/Damage deposits are not to be applied towards any past rent
- An additional Pet Security/Damage Deposit is required if you have pets

### 4 – Hold a Property

- Properties may be held for up to 10 days with a \$250.00 non-refundable “cash equivalent” deposit, pending all approvals (refunds, if any, are pro-rated at \$25. per day)
- When approved, the deposit will be applied to your Security/Damage Deposit
- If you change your mind, or you are not approved, you will lose your deposit

### 5 – Lease/Rental Agreement

- A Lease/Rental Agreement must be reviewed by applicant(s), agreed to, and signed by all concerned parties (future Tenants)

### 6 – Move-In

- **Before anyone can move in, all of the following must be completed:**
- The Lease/Rental Application -completely verified
- The Lease/Rental Agreement - completed by all parties
- All Deposits - must be received as “cash equivalent”
- If Section 8 - All Section 8 approvals must be received by Sunflower