

**RINCON REALTY & INVESTMENT CO.**

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**APPLICATION/RENTAL PROCEDURE**

RINCON REALTY & INVESTMENT CO. REPRESENTS THE OWNER AND ONLY THE OWNER IN THE MANAGEMENT OF THE PROPERTY AND THE EXECUTION OF THIS AGREEMENT.

**APPLICATION FEE**

\$40.00 per person

**APPLICATION FEE IS NON-REFUNDABLE**

Please fill out the application completely. You **must** include all phone numbers for employers and landlords. All applications **must** have the social security numbers and the signature of all applicants.

When application is **approved** you will need to follow the steps listed below:

- 1) The required deposit must be paid, the day the application is approved, to hold property. The **deposit must be paid by cashier's check or money order.**
- 2) The lease must be signed by approved applicant(s). **Please, make an appointment for signing the lease no later than seven (7) days before the scheduled day of occupancy.**
- 3) **THE SECURITY, PET DEPOSIT AND CLEANING FEE PLUS THE RENT MUST BE PAID BY CASHIER'S CHECK OR MONEY ORDER.**
- 4) **THE KEYS TO THE PROPERTY WILL NOT BE DELIVERED UNTIL THE LEASE IS SIGNED BY ALL PARTIES AND "DEPOSITS, FEES, AND RENT ARE PAID IN FULL. ALSO, THE KEYS WILL NOT BE DELIVERED BEFORE THE DAY OF SCHEDULED OCCUPANCY.**
- 5) The utilities will be turned off by Rincon Realty upon signing of lease. Please call all utility companies to **have utilities transferred to your name.**

TENANT INITIALS \_\_\_\_\_