

Oak Realty, Inc.



RENTAL PROCEDURES

CREDIT APPLICATION FEE (S):

**\$50.00 PER ADULT OR MARRIED COUPLE
APPLICATION FORM MUST BE FILLED OUT COMPLETELY & SIGNED
APPLICATION FEE (S) MUST BE PAID BY MONEY ORDER AT THE TIME APPLICATION IS
SUBMITTED.
TO ENABLE US TO PROCESS YOUR APPLICATION, PLEASE PROVIDE A COPY OF YOUR
DRIVER'S LICENSE AND SOCIAL SECURITY CARD.**

**WE MAKE EVERY EFFORT TO PROCESS YOUR APPLICATION AS QUICKLY AS
POSSIBLE. IN MOST CASES, YOU WILL BE ADVISED OF YOUR APPROVAL OR DENIAL
WITHIN 48 BUSINESS HOURS.**

CREDIT APPLICATION FEES ARE NON-REFUNDABLE.

UPON APPROVAL:

**WITHIN 48 HOURS OF BEING ADVISED OF YOUR APPROVAL, WE MUST RECEIVE
PAYMENT OF YOUR SECURITY DEPOSIT AND LOCK FEE OF \$50.00. THIS LOCK FEE IS A
NON-REFUNDABLE FEE THAT COVERS THE COST OF RE-KEYING THE PROPERTY FOR
YOUR MOVE-IN, PAYMENT OF YOUR SECURITY AND LOCK FEE MUST BE IN THE FORM
OF A MONEY ORDER OR CERTIFIED BANK CHECK.**

AT TIME OF MOVE-IN:

**ONE FULL MONTH'S RENT MUST BE PAID AT MOVE-IN ALONG WITH A \$50.00
PROCESSING FEE. PAYMENT OF THE FIRST MONTH'S RENT AND PROCESSING FEE
MUST BE IN THE FORM OF A MONEY ORDER OR CERTIFIED BANK CHECK.**

ALL OF THE ABOVE MUST BE PAID PRIOR TO MOVE-IN.

**PERSONAL CHECKS WILL BE ACCEPTED FROM THE TENANT (S) OF RECORD AFTER
MOVE-IN CHARGES ARE PAID FOR SUBSEQUENT MONTHLY RENTAL PAYMENTS.**

**PETS: MOST OF OUR OWNERS DO NOT ALLOW PETS. HOWEVER, IF YOU DO RECEIVE
PRIOR APPROVAL FOR A PET, A NON-REFUNDABLE FEE WILL BE DETERMINED. THIS
FEE MUST ALSO BE PAID PRIOR TO MOVE-IN IN THE FORM OF A MONEY ORDER OR
CERTIFIED BANK CHECK.**

**WATERBEDS: YOU MUST HAVE PRIOR WRITTEN APPROVAL BEFORE HAVING A
WATERBED IN ANY OF OUR RENTAL UNITS. IF THIS PERMITTED BY AN OWNER, YOU
MUST HAVE PROOF OF LIABILITY INSURANCE.**

***RENTER'S INSURANCE – THE OWNER'S POLICY DOES NOT COVER YOUR
BELONGINGS. WE STRONGLY URGE YOU TO OBTAIN A RENTER'S INSURANCE POLICY.**

QUESTIONS? CALL OUR OFFICE @ 863-675-0500