

## Evergreen Houses

John & Patti Soforic

The process of obtaining a rental house is very straight forward. We rarely have a vacancy so there will very likely be a bit of competition for each house or apartment unit that becomes vacant...

- (1) Do a **drive-by** of the property. Make sure you are interested and look in windows.
- (2) On this website open the **RENTAL APPLICATION** (click to open it). Print this form, complete in advance of your appointment and bring it with you.
- (3) Make an appointment to view the inside layout. You can **schedule a walk-through** to view the room sizes and overall quality. The first step is for you to decide if you want this place. A walk-through is the time to decide if you would feel comfortable living in this unit.
- (4) Bring a **check for \$25 for one adult or \$30 for two adults**. This fee will cover the cost of the credit check and a background criminal history screening. Keep in mind that we are not looking for PERFECT credit, but rather good, hard working and responsible adults who pay their bills and value quality housing for their family. Be honest with us from the start, and many times poor credit can be overlooked with the right co-signer. You **must also have an active checking account** to be approved.
- (5) At the time of your walk-through, you will tell us to proceed or not. We will run the credit checks and criminal screening.
- (6) If you pass or fail, you will be notified within 48 hours.
- (7) We will meet to sign a **one-year lease**. This lease converts to a month-to-month lease after one year. At the time we sign the lease, you will be expected to pay the security deposit (usually equal to one month of rent- or 1.5x rent for pet owners). You will pay the first month's rent when you move into the residence.
- (8) You will get the keys when (1) utilities have been transferred to your name, (2) both the security deposit and first month's rent are paid, and all other obligations are met.
- (9) We offer a **variety of rent payment plans**: once a month, twice a month, weekly, etc with automatic draft setup as you choose. In addition, this service will report timely rent payments to a credit agencies to build your credit history. The rent payment is automatically drafted by a third party clearing house for your convenience.

This is about all there is to know about our policies...