



## Lease Only Services

1. **The Retainer fee** is \$150 (This covers the cost to set up your account and market your property)(this is a onetime fee and is non refundable)
2. **Leasing commission** is 6% of gross lease amount (3% paid to the agent that procures a qualified tenant and 3% paid to ARCS)
3. **Your property will be marketed** on the MLS, ARCS web site, and others. This will also include a lock box and a yard sign.
4. **All prospective tenants and occupants 18 years or older** must complete an application prior to being accepted .Tenant screening consist of 4 categories:
  1. **Previous rental history**; we do not accept any applicant who has a judgment with a balance from a previous landlord or owes a previous landlord money. We do not accept a tenant if they have damaged or destroyed property in the past.
  2. **Income**; (We must be able to verify that the applicant's gross household income is at least three times greater than the rent).
  3. **Credit**; (applicants must have favorable credit. We do not judge a credit report by the score we judge them by the history of their payments or lack of payments.)
  4. **Criminal background Check**; (A full criminal and public record check is preformed on every applicant 18 years old or older. We do not accept any felonies and we do not accept drug or violent related misdemeanors without owner's approval.
5. **Applicant approval** The owner and the broker will discuss the merits of the application and the owner will make the final decision whether to accept the application(s)
6. **Lease** The broker will prepare the lease agreement and addendum. The owner will review the documents and contact the broker with any changes or modifications. Once the owner accepts the agreement the owner will sign and return to the broker. The broker shall have the prospective tenants sign the lease agreement and will accept earnest money deposits at the time of signing.
7. **Move in inspection** the broker will perform a move in inspection prior to the transfer of possession.
8. **Transfer of possession** the broker shall accept all move in cost when transfer of possession occurs. The broker shall also inform the tenant on how to contact the owner for rent payments and maintenance.
9. **Owner funds** The broker shall provide the owner with all move in funds (rent, deposits and fees) (**minus commissions**) plus copies of the lease, application and other supporting documents with-in 10 business days.
10. **If you agree to the above terms please contact our offices at (623) 209-1656 to complete the process of listing your house for lease.** A check for \$150 made payable to ARCS with two keys to the front door and any other keys or remotes will be required upon acceptance of your property listing.