



### **Policies and Procedures for Leasing through Culver Realty & Property Management**

Fully completed application including copies of driver's license, social security card, vehicle registrations and proof of income and or assets.

A \$200.00 non-refundable application/administration fee, either in the form of a bank check or money order, payable with the application, to Culver Realty & Property Management.

One month's deposit upon application approval (or within 24 hours), also in the form of a bank check or money order payable to Culver Realty & Property Management.

Upon application approval and before move-in, tenant signs the lease and agrees to all HOA or Condo Rules and Regulations. Additional application forms may be needed as indicated by Condo or HOA Association. There may be additional charges for parking passes, amenity keys, fobs and the like.

Move in day. Tenant receives executed copy of lease. Tenant pays first month's rent plus any proration's prior to lease start date. Tenant gets keys and must call to have all utilities changed over into their own name immediately.

Please note, there is a \$50.00 per key (fob, etc.) charge upon move out for any key (fob, etc.) not returned to Manager. This fee will be more than \$50.00 if the cost of the replaced key (fob, etc.) exceeds \$50.00.

Your ongoing rent should be mailed to the Management Office for Culver Realty & Property Management to arrive on the 1<sup>st</sup> of the month. Envelopes will be provided for your convenience.

Welcome to your new Home. Call Tracie Culver with any and all questions. 386-414-3445

Tracie Culver, Broker  
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