



Hillway Realty Group LLC

Apartment Rental Policy

1. There is a **\$20.00** non-refundable application fee required of all tenants, payable in cash or money order.
2. There will be a **\$50.00** fee for any checks returned due to insufficient funds.
3. A deposit of one month's rent and completed rental application are required to hold an apartment.
4. Applicants who decide not to take the apartment will forfeit their one month's rent deposit unless denied by the landlord.
5. All applicants will be required to sign this policy as a release, authorizing Hillway Realty Group to perform a complete background investigation, including employment history, credit history, and eviction and arrest/conviction history.
6. Hillway Realty Group does not accept personal checks after the 15<sup>th</sup> of the month prior to the move in. All monies must be in the form of cleared funds (i.e. certified check, bank check, money order or cash).

I have read and agree to the above policy.

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Signature of Applicant

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Date

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Signature of Applicant

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Date

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