



Thank you for showing our rental listing! We *want* to pay out leasing referrals and try to pay out the most generous in the industry. We have put this set of guidelines together to assist you in hopes that we make your experience a smooth and pleasurable one.

Step one, Pets: Please check with your clients *prior* to showing to see if they have any pets. Owners reserves the right to deny any and all pets. If approved, typically, there is a \$250 non-refundable pet fee for the first pet and \$250 refundable pet deposit for each pet thereafter, depending on the owner. ***Sorry, if the listing says no pets, please do not ask.***

Under no circumstances will any breed of animal considered violent, vicious or that have been in a biting incident be accepted. The following are prohibited: Akita, Bullmastiff, Chow, Doberman Pinscher, German Shepherd, Great Danes, Huskies, Malamutes, Mastiff, Pit Bulls (American Standard Terrier or any similar variation), Presa Canario, Rottweiler, St. Bernard, any mixed breed dogs that contain one of the preceding breeds.

Step 2, Showings: We highly encourage you and your clients to preview our homes with our virtual tours at www.principlehomes.net

Vacant Houses: If the property is vacant and on Supra, you can show anytime. If the listing indicates that there is a combination lockbox, please email this completed form and we will send you the code. This code is disposable (one use only) and will be assigned only to you. You agree not to give out this code to your clients.

Occupied Homes: We put properties on the market as soon as we get notice from current tenants. In most cases, they are still occupied. As per the lease agreement, we are required to give 24 hours notice to show (and no Sunday showings) for occupied units. No exceptions. Please call the office to make appointment.

Requests for codes & showing appointment that come in after normal business hours /Sundays will be returned the next business day.

Step 3, Making Application for Rent: Criminal Background, Credit, Proof of Income and Rental History/Mortgage Payment history are the four criteria we review for processing rental applications. If you or your client(s) have any concerns or doubts regarding any of these areas, have them contact us first as the rental application is non-refundable. We don't want to lose a potentially good tenant nor do we want to spend a prospective tenants' application fee unnecessarily.

The house is being marketed "AS IS"; be sure to request any concessions or improvements prior to making application.

Rental Applications can be found on our website under the details page of the listing. All adults who will be occupying the property, regardless of income, must be on application. ***Application fee is a non-refundable \$45.00 fee per adult*** and must be paid at the time of filing out application. In addition we will need from each applicant: i) copy of state issued photo id; ii) include copies of the last two paycheck stubs showing year to date; iii) Supporting documentation as required or wished to be considered (Bankruptcy, child support, Divorce Decree, etc.).

Application Approval and Reservation Fee: Once the application is approved we will notify the prospective tenant via email with instructions as to Reservation Fee, lease signing, and transferring utilities. The Reservation Fee is required to hold the property off the market (for up to 30 days) and is due within 24 hours of approval notification. It is non-refundable should they not move-in but is applied to all monies due at move-in. The reservation fee is not the security deposit.

Step 4: Getting Paid: Referrals We happily pay referral fees to licensed agents around the 5th of the month after tenant moves in. Referral amounts for prospective tenants: If you show we offer a minimum of 20% of the first month's rent. Depending on the property, we may offer a higher amount. If we show it is 10% of the first month's rent. For owner's the referral fee is 30% of the first month's rent. Let us emphasize we offer referrals, not co-op's! We handle everything including processing rental application, lease and move-in inspections. We only ask that you bring us your referrals to earn your fee! Posted referral fees are based on advertised rent; reduced rent will result in reduced referral fees. Privacy Act prohibits us from distributing or sharing rental application, credit reports, lease documents or move-in inspections.

I, _____, license # _____, acting as Referring Broker, understand the terms of the referral as described above, and have obtained _____ (Prospective Owner or Tenant) consent to be referred to Principle Properties, Inc. for the property located at _____.

I have informed the prospective tenant/owner that the Referring Broker will receive a valuable consideration of

\$ _____ (as described in step 4, above, for such referral).

Signed: _____

Name/license #: _____

Phone: _____

Email: _____

Referring Company Name: _____

Mailing address: _____

City, State, Zip: _____

Signed: _____

Angelia T. Lauster, Broker #170939 H38134

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Principle Properties, Inc.

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Lease/Purchase/Sale? Unless the listing expressively says so, the rental listing is NOT available for lease/purchase or for sale.

NOTE: We require a minimum 12 month Lease and Rents are collected each month via ACH (automated draft).

We hope you found this document helpful and informational, please call if you have any questions.