



BROOKS REAL ESTATE, INC.

Leasing Procedures for Rental Applicants

1. All rental properties are advertised in accordance with Virginia Law and the Virginia Fair Housing practices.
2. All interested parties are given a copy of this process when shown the property by a licensed Virginia State Real Estate Agent. This document serves as initial notification that Brooks Real Estate and its Agent work for the Landlord.
3. If the prospective tenants are interested, they are to complete an application on the "Brooks Real Estate, Inc. Application for Lease" form. An "Agency Disclosure" form is presented along with the application to be read and signed by the applicant informing the Tenant that Brooks Real Estate does work for the Landlord. A credit verification form is to be filled out by the applicant which allows Brooks Real Estate to request a credit report. All applicants are to pay a \$35.00 processing fee in advance for the processing of the application.
4. Credit checks on applicants are obtained through Commonwealth Credit Bureau.
5. The application is presented to the Landlord along with a verbal report obtained from the credit report for selection of a Tenant.
6. The applicant selected by the Landlord will be contacted by our office. Those not selected will also be notified.
7. A Lease is prepared on the "Brooks Real Estate, Inc. Lease" and a completed "Agency Disclosure" form is attached to the Lease.
6. One month's security deposit (checks made out to Brooks Real Estate) and the first month's rent are collected when the Lease is signed and executed.
9. The Tenants are presented with a Renter's Handbook, keys, envelopes and are notified of an approximate time of inspection.
10. A walk through inspection is scheduled and completed within a week of move in and a standard inspection report is completed and signed by Tenants.