

Policies and Procedures for Hart Properties

- There is a \$50 application fee per person. All occupants 18 and older must complete an application.
 - Signing the lease and/or possession of the unit is scheduled during normal business hours (Monday through Friday, 10am-5:00pm).
 - Payment of deposit and signing of the lease is due immediately once you have been notified that your application has been approved.
 - Online application-Go to our website at **hart-properties.com** and click on application link or enter link in your web browser. **<https://hartproperties.managebuilding.com/Resident/rental-application/new>**
 - All payments including application fee, security deposit, and rent can be paid be online with a check or money order. **Rent MUST be paid all in one payment unless you pay through your tenant portal.**
 - Required funds must be paid prior to move-in, that includes pro-rated rent/rent, security deposit, pet fee and all fees applicable. Utilities must also be switched to tenant's name prior to move-in. Failing to do so may result in delayed move-in. Receipt must be provided to Hart Properties
 - Any person approved to reside in the property as a Tenant-At-Will is not financially responsible under the lease but must abide by the terms of the lease.
 - Rental payments are due on the 1st of the month and are late on the 4th. If the due date falls on a weekend or a holiday you are still responsible for payment by the due date and can pay through the tenant portal. If not received by the due date a late fee must be included and will continue to accrue until paid in full. Hart Properties late fee's - \$50 late charge and \$10 per day, till paid in full. **NO EXCEPTIONS!**
 - Renters insurance is not required but highly recommended! The owner's insurance will not cover any of tenant's personal property nor is the management responsible for any loss for any reason.
 - **ALL pets must be pre-approved by Management BEFORE bringing onto the property.** Dogs/Cats must be one year old and weigh 40LBS or less. No puppies/kittens allowed. A non-refundable fee of \$350 will be charged per pet. The following breeds will not be accepted on the property: Dobermans, Chow, Pit Bull (Mixes too), Rottweiler and other large aggressive breeds. Management may require breed and weight information from your veterinarian. (Certain exceptions may be made for special needs assistance animals such as seeing-eye dogs.) Properties where no pets are allowed, there are no pets allowed. **NO EXCEPTIONS! If you are in a non-pet property and a pet is found, there will be a \$250 fine plus \$10 per day the animal is there until removed. Per pet. NO EXCEPTIONS!**
 - Applicant acknowledges that they are taking possession of the unit as-is unless items stipulated in the special provisions section of the lease and are agreed to by the property manager. No verbal agreements by anyone at Hart Properties or any outside agent will be honored.
 - **ALL WORK ORDERS FOR MAINTENANCE MUST BE IN WRITING! If a repair is needed due to tenants/occupants' negligence, the tenant will be billed back for the repair.**
 - **No subletting allowed unless pre-approved by management. This is a lease violation and fees will apply. All occupants living on the property must be pre-approved and be on the lease. No guests for longer than 5 days unless pre-approved by management or rent can be increased.**
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