



# Bev Roberts Rentals

2500 Regency Parkway • Cary, North Carolina 27518  
Office: (919) 306-5665 • [www.RobertsRentals.net](http://www.RobertsRentals.net)

## STEP-BY-STEP INSTRUCTIONS TO RENTING A HOME

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- ☐ Choose the home(s) that you are interested in viewing and drive by each to ensure you are fond of the location and neighborhood.
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- ☐ Contact Bev Roberts Rentals, Inc. if...
- Applicants combined gross income is 3 times the monthly rent.
  - Applicants have no prior evictions or outstanding balances with former landlords.
  - Applicants have reasonable credit worthiness as demonstrated in their credit report.
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- ☐ Supply the Listing Agent with a Rental Application available at [www.RobertsRentals.net](http://www.RobertsRentals.net).
- Must be completed by each individual age 18 and over who will occupy the property.
  - Must issue a NON-REFUNDABLE Application Fee of \$50.00 per applicant.
  - Must include a photocopy of a valid driver's license or passport for each applicant.
  - Must include photo(s) of all animals residing at the premises.
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- ☒ Once Bev Roberts Rentals receives your Rental Application and funds, it takes 48 to 96 hours to complete the application process.
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- ☒ Resident Research and PetScreening.com will process your Rental Application to establish your...
- Consumer Credit Reports
  - Residence Verification
  - Nationwide Criminal Records
  - Nationwide Eviction Records
  - Employment and Wage Verification
    - » Many employers will not verify salary over the phone, so you may be asked to provide a recent pay stub.
    - » If you are self-employed, we will need a copy of last years 1099 or tax return.
    - » If you are retired, we will need a recent bank statement and last year's tax return.
  - Animal Screening
    - » NON-REFUNDABLE Pet Screening Fee of \$20.00 for the first pet and \$15.00 for each additional pet.
    - » No cost to submit an accommodation request, unless the validity of the assistance animal cannot be verified.
    - » PetScreening.com's legal review team ensures accommodation requests meets HUD's Fair Housing Act guidelines.
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- ☒ All reports will be shared with the homeowner, who will make the final decision to deny or accept your rental offer.
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- ☐ Shall the homeowner approve your rental offer, Earnest Money is required prior to drafting a lease...
- Equivalent of one full month's rent and shall be applied to the first month's rent upon a finalized lease.
  - **Payment must be in the form of certified funds (Obligo, cash, cashier's check, or money order). NO EXCEPTIONS.**
  - As a matter of policy, we ask that the lease be signed within 48 hours.
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- ☐ Once we have a completed and signed lease, we will provide you with a finalized copy.
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- ☐ We may provide you with the next set of instructions that must be complete prior to key release, which includes...
- Renters Insurance
  - Utilities Connection through *Free Concierge Connect* or *Self Connect* located at [www.RobertsRentals.net](http://www.RobertsRentals.net)
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- ☐ You are required to pay the Security Deposit along with any other applicable fees, such as a Non-Refundable Pet Fee and/or Pro-Rated Rent. See page one of your lease addendum for a list of outstanding funds.
- » **Payment must be in the form of certified funds (Obligo, cash, cashier's check, or money order)**
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- ☐ Once all the above is complete, please schedule a time with the listing agent for key pick-up.
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- ☐ Within 3 days of occupancy, please provide the Bev Robert Rentals agent with a copy of your inspection.
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- ☒ Rent is due by the FIRST day of each month.
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- ☒ Maintenance requests must be made through the Request Maintenance feature at [www.RobertsRentals.net](http://www.RobertsRentals.net).
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