



# Frey Properties of Highland, LLC

## Residential Leasing Policies

### Property Tours:

Property tours will be given during office hours unless other arrangements have been made. All tours must be scheduled ahead of time. To schedule an appointment, call Frey Properties of Highland, LLC office at 618-654-3467, during office hours. Our office hours are Monday - Friday 8:30 am - 5:30 pm and Saturday by appointment only.

### Lease Terms:

Frey Properties of Highland, LLC, offers a one year (12 month) lease term. Current residents are offered the option to renew for a 6 month (which will add \$55.00 per month to rent) or 12-month term at the newly offered rate, as well as month-to-month leases (which will add \$100.00 per month to rent).

### Parking:

Parking spaces may not be used for storage of recreational vehicles, boats, trailers, broken down vehicles, project vehicles, or snowmobiles. Parking spaces vary per building. Please see specific building information for additional parking policies.

### Pets:

Frey Properties no longer allow pets of any kind at any location. If a pet is found or suspected to be at the location, the resident will be fined and/or evicted for not complying with the rules and regulations.

### Smoking:

Frey Properties shall not allow any type of smoking to be permitted inside the residential unit at any time. If residents are found to be smoking in the unit or the unit smells strongly and distinctly of smoke during any inspections or work orders, said tenant will be fined \$500.00, will be responsible for any charges in relation to smoke removal, and/or evicted for not complying with the rules and regulations. If you do smoke, please smoke on the exterior of the building, away from any open windows or doors. You will be responsible for cleaning up any smoking debris left behind. Failure to do so will result in maintenance fee charges of \$50/hr. minimum of one hour.

### Waiting List:

When apartment homes are not available at Frey Properties of Highland, LLC, interested prospective residents, have the option to be placed on a waiting list. Prospective residents are placed on a waiting list on a first-come, first-served basis. To be placed on a waiting list, an applicant must complete an application for residency and submit the applicable application fee. The application will then be processed, and if approved, the prospect will be put on the waiting list.



### Temporary Reservations:

Upon approval of an application, rental homes are temporarily held off the market upon Frey Properties of Highland, LLC, receipt of the security deposit. Upon the receipt of your security deposit, we will confirm your reservation in writing and guarantee that the selected rental home will not be offered to anyone else unless the reservation is canceled within (7) business days, after which time the rental home will be put back on the market. The security deposit will only be refundable if the prospective resident cancels the reservation within (7) business days of the date, the Reservation Agreement was signed and not thereafter. We are not liable to the new resident if the rental home is not ready for occupancy at the requested time because of the previous occupant's holding over or because of a reason beyond our direct control.

### Guaranteed Reservations:

Upon approval of an application, rental homes are guaranteed to a prospective resident upon the receipt of the required security deposit (amount determined by management and based on the qualifying criteria). Upon the receipt of the required security deposit, the selected rental home will not be offered to anyone else before the prospective resident's move-in date. Submission of the required security deposit is deemed as a serious interest in the property; therefore, once you submit the security deposit, it becomes non-refundable in the event the prospective resident chooses to forego a rental with Frey Properties of Highland, LLC. We are not liable to the new resident if the rental home is not ready for occupancy at the requested time because of the previous occupant's holding over or because of a reason beyond our direct control, and this is not grounds for the refund of your security deposit.

### Early Lease Termination Policy:

If you need to terminate your lease prior to your lease expiration, we require that you provide us with one month's written notice of your intent to terminate your lease early. Rent must be paid through the one-month notice period, and a lease termination fee equivalent to one and one-half month's rent will become due in full with the 30 days notice. Any concessions given to the resident at the time of move-in or renewal that were based on the term of the lease agreement must be reimbursed to Frey Properties of Highland, LLC, and are payable upon the same terms as the Lease Termination Fee. Early termination of a lease will automatically forfeit any security deposit paid at the time of move-in. Failure to give a full month's notice before terminating lease will result in an additional month's rent payable upon the same terms as the Lease Termination Fee. After inspection, if the apartment is not returned in the condition it was given, additional charges will be given to the recently vacated resident.

### Rental Payments:

Rent is due on the 1st of each and every month. If rent is received after 5:00 pm on the 1st of the month, there will be a \$50.00 late charge posted to residential accounts.

Partial rents and post-dated checks will NOT be accepted unless arrangements have been approved through office personnel.

Returned check fee is \$25.00. If the check is returned, the said resident will be charged said late fee and returned check fee.



### Default Payment:

Time is of the essence, and we do not tolerate late payments of any kind. Notification will be sent out periodically throughout the month until the balance is paid in full.

Small balances owed on an account are to be paid immediately. We do not allow balances to carry over monthly, and failure to pay a balance could result in the resident being served with a 30-day notice to vacate the premises.

Prolonged failure to make a rental payment will result in the resident being served with a 5-day notice. **If** Frey Properties of Highland, LLC accepts a partial rent payment from a resident, said resident is exempt from receiving a 5-day notice. Repeated failure to pay full rental balances may result in the resident being served with a 30-day notice.

### Evictions:

In the event that a resident does not pay a monthly rental payment, management reserves the right to deliver a 5-day notice. When the 5-day notice has expired, and no attempts to make a rental payment have been made, eviction proceedings will begin. The resident is responsible for all legal fees that occur during the eviction process as well as an additional \$200.00 eviction fee from Frey Properties of Highland, LLC will be the responsibility of the resident.

### Miscellaneous Fees:

**Lock-outs:** The resident will be charged \$25.00 for each lock-out. Lock-out fee **must** be submitted to Frey Properties of Highland, LLC personnel **before** the door will be unlocked.

### Cleaning Fee:

A cleaning fee will be applied for all residences that are not returned to Frey Properties of Highland, LLC, in good condition (with consideration for normal wear and tear). There is a cleaning fee of \$65 per hour.

### Hauling Fee:

The resident will be charged a hauling fee of \$50.00 per truck/van load for any items left at a property after it has been vacated. Items will be kept for 30 days and then disposed of.

### Maintenance:

Work orders will be completed as soon as possible, with emergency work orders taking priority.

Emergency criteria:

**Air conditioning:** temperature is above 80°F, if work order does not meet this standard, call it into the office.

**Furnace:** temperature is below 40°F, if work order does not meet this standard, call it into the office.

**Water leak:** prolonged leakage of water can cause substantial damage to property and/or residents personal belongings

Lock-Out: maintenance will respond as soon as possible; however, the resident must have lock-out fee before services are performed

Other: If you are unsure whether or not it is an emergency, call the emergency line. A member of our maintenance staff can help you determine the urgency of the problem.

In the event that a problem does not meet these criteria, but a prolonging of the maintenance issue will cause harm to you or those around you, please call our emergency line.

All subcontractors should have proof of insurance. If proof of insurance cannot be produced, then subcontractors will not be permitted to do work.

### **Maintenance Charges:**

Lock changes are \$50 per lock.

Unnecessary maintenance is \$65 per hour (One-hour minimum)

### **Deposit Returns:**

Upon vacating the premises, the keys and forwarding address must be left with office personnel. The resident and the Frey Properties staff will need to have inspected the property together, and the resident turns in their keys and gives a forwarding address. If the resident does not comply with the inspection, they will automatically be charged a \$250.00 inspection fee. The resident is required to leave the property clean and in move-in condition (with consideration for normal wear and tear). If this does not occur, the necessary fees will be subtracted from the security deposit before its return. If there are any outstanding balances still owed for late fees, etc., the balance will be taken out of the deposit. If the property passes inspection and there are no outstanding balances, a full deposit will be refunded. Security Deposits will not be refunded before 30 days. The check will be made out to the name on the lease only.

### **Moving Out:**

One month (30 days) before the current lease has expired, residents are required to submit in writing their intent to vacate the residence at the end of the lease if they are not renewing the agreement. In the event that a resident fails to submit a proper notification, said resident will forfeit any security deposit paid at the time of move-in. **NO EXCEPTIONS!** They will still be required to do a scheduled inspection with Frey Properties Staff or can incur the \$250.00 inspection fee. They will also be responsible for any additional charges necessary to get the unit in move-in condition that the Frey Properties staff finds upon inspection.

When the 30 days' notice has been turned into the office, you will need to schedule with the office staff, your final inspection of the unit before you turn in the keys. Failure to complete the inspection with the staff will result in the additional inspection charge of \$250.00 that you will be responsible for in addition to any charges incurred for damages or cleaning necessary to the unit to make it in re-rentable condition.

In order to continue to provide exceptional service for our residents, Frey Properties of Highland, LLC reserves the right to make changes to these policies at any time.



# Qualifying Criteria for Residency

In addition to these qualifying guidelines, at the time of application, you must be able to present the following documents:

- Copy of your last 3 most recent pay stubs.
- Copy of your most recent Bank Statement.
- Clear copy of passport, driver's license, state ID, or other satisfactory photo identification.
- Copy of Social Security Card
- Copy of credit report/ criminal record (we will obtain this for you)
- \$40.00 application fee

Failure to turn in any of the above items may result in your application being denied or held until a completed application is presented. This may cause you to lose your spot in line if you do not turn everything in at the same time.

To be accepted for residency, one must meet the following guidelines:

- a. INCOME RATIO– Monthly gross income **per applicant** must be approximately three times the amount of rent (monthly).
- b. CREDIT REPORTING–
  - i. Individuals' credit history must be in good standing for the past 3 years.
  - ii. Individuals with a poor credit history showing unpaid state or federal tax liens, vehicle repossession in the last three years, landlord vs. tenant court records within the previous 2 years, civil judgment, eviction or foreclosure in the last 5 years, or a score below 600 points will not qualify to lease with Frey Properties.
  - iii. Applications with one or more bankruptcies within the past seven years may not be approved for residency.
  - iv. Applicants with two or more creditors accurately reporting four or more late payments in the last twelve months will also not be approved for residency.
  - v. If a cosigner is permitted, they must meet all income and qualifying criteria. They must also reside in the metro area and be related to the applicant. A cosigner will be fully responsible for the lease if the occupying resident defaults. The cosigner must complete an application and pay the \$40.00 application fee. The cosigner must fully understand that they will be responsible for the lease agreement through the resident vacating the space. The agreement is for the space rented, not for a certain length of time.
- c. STABILITY- If you have had 3 addresses in the last 1 ½ years, your application may be denied residency with Frey Properties.
- d. TRUSTWORTHY- Any false statement or omission on any application will immediately disqualify the applicant and other interested parties. Any application not fully completed or signed will result in a denial of residency.



e. NUMBER OF OCCUPANTS-

- One Bedroom – Two Occupants, 2 adults over 18 Max
- Two Bedrooms – Four Occupants, 2 adults over 18 Max unless a child of an adult is over 18. Then, they must follow the same application process as the parent. Proof of schooling will be necessary if they are not currently employed.
- Three Bedrooms – Five Occupants, 2 adults over 18 Max unless a child of an adult is over 18. Then, they must follow the same application process as the parent. Proof of schooling will be necessary if they are not currently employed.

Occupants may vary based on the unit's room size. Please include all adults, children, and any unborn child. We also intend to comply with BOCA Codes per square foot maximum residential occupancy.

The Residential Occupancy Standards are regulations set in place by Frey Properties. These guidelines are used to ensure fair and equal service to prospective and current residents. Frey Properties is dedicated to providing a quality living environment and exceptional service. Further questions or clarifications may be addressed with a Representative of Frey Properties.



# Frey Properties of Highland, LLC

P.O. Box 467  
12359 Route 143  
Highland, IL 62249  
1-877-654-3467

## RENTAL APPLICATION

### FOR OFFICE USE ONLY

Date: \_\_\_\_\_ Agent: \_\_\_\_\_  
Community: \_\_\_\_\_  
Apt. No.: \_\_\_\_\_ Rent: \_\_\_\_\_

**Notice: Co-applicants must complete separate Rental Application Forms**

### TELL US ABOUT YOURSELF

FULL NAME: \_\_\_\_\_ PHONE: ( ) \_\_\_\_\_ EMAIL \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SSN.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Driver's Lic. No. & State: \_\_\_\_\_

Name of Co-Applicant: \_\_\_\_\_ Relationship: \_\_\_\_\_ Total # of Occupants: \_\_\_\_\_

Once approved, list names of All Other Occupants: \_\_\_\_\_

Number of Animals: \_\_\_\_\_ Breed, Weight, and Age: \_\_\_\_\_

### RESIDENCE HISTORY (BEGINNING WITH MOST CURRENT)

**CURRENT ADDRESS:** \_\_\_\_\_

Month & Year Moved In \_\_\_\_\_ Reason for moving \_\_\_\_\_

Owner or Agent: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

**PREVIOUS ADDRESS:** \_\_\_\_\_

Month & Year Moved In \_\_\_\_\_ Reason for moving \_\_\_\_\_

Owner or Agent: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

**PREVIOUS ADDRESS:** \_\_\_\_\_

Month & Year Moved In \_\_\_\_\_ Reason for moving \_\_\_\_\_

Owner or Agent: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

### EMPLOYMENT INFORMATION

YOUR STATUS: ☐ Employed Full-Time ☐ Employed Part-Time ☐ Student ☐ Retired ☐ Not Employed

**CURRENT EMPLOYER:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Date(s) Employed/ From: \_\_\_\_\_ To: \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Your Gross Monthly Salary \$ \_\_\_\_\_ Household Gross Monthly Income \$ \_\_\_\_\_

**PREVIOUS EMPLOYER:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Date(s) Employed/ From: \_\_\_\_\_ To: \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Your Gross Monthly Salary \$ \_\_\_\_\_ Household Gross Monthly Income \$ \_\_\_\_\_

If there are other sources of income you would like us to consider, please list income, source, and person (Banker, Employer, etc.) who we could contact for confirmation. You do NOT have to reveal alimony, child support, or spouse's annual income unless you want us to consider it in this application.

Amount \$ \_\_\_\_\_ Per: \_\_\_\_\_ Source: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

### BACKGROUND INFORMATION

TOTAL NUMBER OF VEHICLES (Including Company Vehicles) \_\_\_\_\_

Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Tag No./State: \_\_\_\_\_

Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Tag No./State: \_\_\_\_\_

Other Car, Motorcycle, etc.: \_\_\_\_\_

DO YOU OR CO-APPLICANT: Smoke? ☐ Yes ☐ No

HAVE YOU OR CO-APPLICANT EVER: Been sued for non-payment of rent? ☐ Yes ☐ No

Had an eviction filed on you? ☐ Yes ☐ No Broken a Rental Agreement or Lease? ☐ Yes ☐ No

Been sued for damage to rental property? ☐ Yes ☐ No Declared Bankruptcy? ☐ Yes ☐ No

Been convicted of a crime or felony? ☐ Yes ☐ No If so, please explain: \_\_\_\_\_

### CREDIT AND FINANCIAL INFORMATION

#### BANK/FINANCIAL ACCOUNTS

Do you have a checking account? ☐ Yes ☐ No

Do you have a savings account? ☐ Yes ☐ No

#### CREDIT ACCOUNTS/LOANS

	Description	Name of Creditor	Amount Owed	Monthly Payment
Credit card:	_____	_____	_____	_____
Credit card:	_____	_____	_____	_____
Loan (specify type):	_____	_____	_____	_____
Other major obligations:	_____	_____	_____	_____

HOW DID YOU HEAR ABOUT THIS PROPERTY? \_\_\_\_\_

Referral Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

EMERGENCY CONTACT 1: \_\_\_\_\_ Relationship: \_\_\_\_\_

Full Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

EMERGENCY CONTACT 2: \_\_\_\_\_ Relationship: \_\_\_\_\_

Full Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_



I hereby apply to lease the above described premises for the term and upon the conditions above set forth and agree that the rental is to be payable the **First** day of each month in advance. As an inducement to the owner of the property and to the agent to accept this application, I warrant that all statements above set forth are true.

**I AUTHORIZE YOU TO CONTACT PREVIOUS LANDLORD(S), CREDIT AND PERSONAL REFERENCES THAT I HAVE GIVEN IN THIS APPLICATION. I ALSO AUTHORIZE MANAGEMENT TO OBTAIN MY CONSUMER CREDIT AND CRIMINAL REPORT.**

The above information, to the best of my knowledge, is true and correct.

Signature of Applicant: \_\_\_\_\_ Date Signed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Co-Applicant: \_\_\_\_\_ Date Signed: \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>APPLICANT: PLEASE DO NOT WRITE BELOW</b>
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Comments: \_\_\_\_\_  
\_\_\_\_\_

Reference Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THIS APPLICATION:**    ☐ **APPROVED**    ☐ **NOT APPROVED**    By: \_\_\_\_\_ Date: \_\_\_\_\_

If not approved, specify reason(s): \_\_\_\_\_  
\_\_\_\_\_