



Rental Services Provided by ROC City Realty w/ Keller Williams Realty

ROC City Realty with Keller Williams Realty will provide service to our landlords and customers seven days a week.

When we list your property we will:

1. Enter your property into the Multiple Listing Service of the Greater Rochester Association of Realtor. (MLS)
2. Advertise your property using both the internet, newspapers, and other print media
3. Handle all calls and showings of the property
4. Pre-qualify tenants to find out what they can afford

When we find a tenant that is interested in renting the apartment we:

1. Collect a security deposit equal to the first month rent
2. Each person fills out a detailed application. (ours or yours)
3. Run a full credit report on each person
4. Verify present and previous employment history
5. Verify current and past landlord tenant history
6. Present a completed packet with all of the verified information to the landlord for their final approval
7. Schedule a time for the tenant and the landlord to meet (if required)

Once a tenant is approved we then take care of:

1. Completing all paper work and leases (ours or yours)
2. Setting a move-in date (we will arrange with tenant)
3. Make sure utilities are turned on in the tenants name
4. Schedule meeting to collect first month rent or pro-rated rent and give the tenant keys to the apartment. (Tenants do not get keys until rent is collected and utilities have been verified.)
5. Give tenants move-in sheet with the landlord’s name, mailing address for rent to be paid, and phone number for service calls.

Leasing Agreement

This agreement is made between the Owner/ Landlord of the below address and Carm Diamond **REALTOR w/ Keller Williams Realty**

Owner/Landlord information

NAME: _____

ADDRESS _____

HOME PHONE: _____ WORK PHONE: _____

PROPERTY ADDRESS _____

MONTHLY RENT AMOUNT: \$ _____

COMMISSION AGREEMENT:

I/We _____, **(Owner/Landlord)** agree to pay **Keller Williams Realty** a commission of 100% of one (1) month’s rent when a qualified tenant is submitted for the property listed above. (MINIMUM \$400.00 commission applies)

QUALIFIED TENANT is defined as one who has provide:

Credit References _____	Personal References _____
Employment References _____	Rental References _____

In addition the **Owner/Landlord** requires the tenant meets the following qualifications:

Utilities

Landlord to be responsible for: Heat Electric GAS Hot Water
 Snow Removal Yard Care Water

Tenants to be responsible for: Heat Electric Gas Hot Water
 Snow Removal Yard Care Water

OTHER CONDITIONS:

Acceptable Unacceptable---For Rent sign on property
 Acceptable Unacceptable---Cats/Dogs/ Pets on Property
 Acceptable Unacceptable---Social Services
 Acceptable Unacceptable---Section 8 Applications
 Acceptable Unacceptable---Landlord/Tenant Agreement in lieu of a Security Deposit

Carmelie Diamond, REALTOR is is not authorized to make set(s) of duplicate keys; and upon lease approval, deliver necessary keys to tenant.

Discrimination Clause:

The **Landlord/Owner** understands that he/she may not discriminate in any decision to rent property on the basis of gender, race, age, color, marital status, national origin, familiar status, handicap, or religion. Such actions are in violation of certain provisions of both State and Federal Law.

_____(Landlord) _____(Landlord)
(Signature) (Signature)

ADVERTISING:

Carmelie Diamond will provide advertising at no additional cost.

EXCLUSIVE AGENCY LISTING AGREEMENT:

The Landlord/Owner hereby expressly agrees that **Carmelie Diamond w/ Keller Williams Realty** shall be the Exclusive Agent authorized to rent/lease the **Owner/Landlord's** aforesaid property for a period of one (1) year commencing on

_____.

The **Owner/Landlord** expressly agrees that in the event anyone else finds a tenant to rent/lease the property, except the owner/landlord, a full commission will still be due and owing to Keller Williams Realty. If Owner/Landlord rents the property, there is a \$200.00 fee for set up cost and advertising.

DEPOSITS AND COMMISSIONS:

All deposits made by prospective tenant(s) shall be given to and shall be held by **Keller Williams Realty** and applied to commission earned.

When **Carmelie Diamond** notified the **Owner/Landlord** that it has received an application for a unit, the **Owner/Landlord** shall not show the property again.

Carmelie Diamond shall than complete the application process and present the paperwork to the **Owner/Landlord** within approximately three (3) days.

If the prospective tenant meets the **Owner/Landlord's** criteria, and he/she is nevertheless rejected by the owner/landlord, then the commission shall still have been earned by **Keller Williams Realty**, and in that event, shall be paid by the owner/Landlord.

If the prospective tenant fails to meet the **Owner/Landlord's** criteria and is rejected, **Carmelie Diamond** shall continue its efforts to rent/lease the property.

If the **Owner/Landlord** changes the availability date by more than fifteen (15) days there is a \$100.00 fee due.

SERVICES:

Carmelie Diamond will promptly provide the Owner/Landlord with applications from prospective tenants and completed reference response forms for his/her review and comment.

Carmelie Diamond acts solely as a leasing agent and shall not be liable or responsible for the acts or omissions of any applicant or of the Owner/Landlord. Leas/rental documents will be provided to the Owner/Landlord, if desired without additional charge, or such documents may be drawn by his/her attorney.

MOVE IN SHEET

RG&E MUST be in your name before you are given the keys to the apartment.

RENT should be mailed to:

Important Phone Numbers:

Landlord's Number:	_____
Rochester Gas & Electric:	1-800-743-2110
Frontier Telephone:	585-777-1200
Time Warner Communications:	585-756-5000
Monroe County Water Authority:	585-442-7200
City of Rochester Pure Waters:	585-428-5990
Carm Diamond (Realtor):	585-414-9220