



Neves Group, LLC
Policies and Procedures
(Revised 3/2006)

Business Hours: Mon-Sat 10-5
Maintenance Business Hours Tues-Sat 10-6

Chart of Fees:

Application Fee	\$15
Lost Discount	5% of the unpaid rent (all contracts written after 8/1/06)
NSF Fee	\$25
Replacement key	\$15/key
Replacement lock	\$receipt cost (\$15 2/06) + \$20 labor
Labor charge (not wear/tear)	\$25/hr
Lock out charge	\$15 during Maintenance business hours \$45 outside Maintenance business hours
Pet Fee	\$125/1 st pet; \$75 each additional w/in reason at Neves Group discretion

Application Criteria:

Call Post Landlord, Current/Past Employers, Circuit Clerk, Credit Checks
A co-signer who meets guidelines may be required.

Requirements:

1. All applicants 18 yr+ must fill out & sign application
2. Each applicant must pay the \$15 application fee
3. Once approved lease must be signed w/in 2 business days
4. All tenant files will be kept at least 7 years.
5. All info on application must be verifiable

Income/Employment Requirement:

1. Rent can not exceed 40% of total gross income
2. Must be at job at current job at least 6 months. Or job before that more than 1 year.

Credit Requirement (denied based on):

1. Prior evictions
2. Excessive credit obligations
3. Bankruptcy w/in 7 years
4. Credit score more than _____
5. Insufficient credit references to make a decision

Resident History Requirement (denied based on):

1. Rental history of at least the 2 prior years
2. Repeat late payments
3. Tenant damage to prior unit/property
4. Owed balance to previous landlord
5. Lease violations
6. Unauthorized residents
7. Disturbing neighbors/ complaints
8. Poor Housekeeping
9. Current lease has not expired

Criminal History???



Renewing Guidelines:

- 90 days before end of lease—1st notice with new rent
- 60 days before end of lease—2nd notice
- 30 days with no definite answer start showing apartment
- Renewed leases must be signed 30 days before the end of the lease or risk losing apartment
- Day before notice before showing apartment, by phone call or written notice

Maintenance Guidelines:

- Tenants request maintenance by calling either number or emailing to nevesgroup@hotmail.com
- Neves Group will complete maintenance requests within 3 maintenance business days unless extreme emergency at another location
- **Turnover:** Apartments will have the 1st walk thru within 2 maintenance business days of the end of the lease. All painting, cleaning, maintenance will be done within 5 maintenance business days of the end of the lease. A final walk thru will be done within 2 maintenance business days before a new lease starts.

These Policies and Procedures are guidelines only, and may not be followed in all cases. Neves Group reserves the right to waive any, or all, of these policies and procedures in any situation in which it deems such a waiver to be appropriate.