



Rentals, Real Estate, Administration and Facilitation  
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## THE RENTAL PROCESS

1. Prospective Tenant views apartment.
2. Prospective Tenant submits Rental Application, Financial Release Form and \$50 refundable\* Application Fee. Each tenant must fill out the application and pay a \$50 fee.
3. Application is sent through credit checking process which can take up to 1 week. Tenant is notified upon approval. A Lease Signing Date is set. Lease is emailed to tenant in advance for review.
4. At the lease signing, Tenant and Landlord review and execute Lease. Security Deposit is due at time of lease signing. A check-in/move-in date is set.
5. At Tenant Check-in, Tenant and Landlord will walk-through apartment, check all appliances and switches. Tenant will submit first month's rent. Landlord will give each Tenant a key. Keys cannot be copied.
6. Tenant will tender monthly rent via mail per the terms of the Lease and will comply with other terms of the Lease and the Tenant Rules and Regulations.
7. Sixty Days prior to the term of the lease, Landlord will notify Tenant via email that lease will be expiring and offer a new lease or other options if available.
8. One month (thirty days) before expiration of the Lease Tenant must notify Landlord of intention to renew the Lease, continue on a month-to-month tenancy if available, or terminate.
9. If Tenant is renewing, a new lease is sent out to be signed. If Tenant is terminating, a Tenant Check out List is emailed to each tenant explaining check out procedures and expectations including a cleaning list. If desired, a Check-Out Walk Through date is set where Tenant and Landlord walk through the property together discussing any concerns. If there are no concerns, Tenant moves out leaving all keys in the property rental box. Tenant must provide Landlord with a forwarding address.
10. Landlord walks through the property after move out and goes through check-out list. Any damage or missing items or areas not cleaned are noted and will be deducted from the Security Deposit.
11. At 21 days, Landlord will confirm that all utility bills have been paid. Security Deposit refund (less any deductions) will be mailed to forwarding address per the terms of the Lease and the Wisconsin Statutes.

\*Rental Application Fee is refundable if Good Actions is unable to approve tenant. It is not refundable if credit check has been performed and approved and tenant withdraws of the transaction.