

Lease Property Payment Guidelines

Application Fees

- Application fee is \$40 per resident(s) 18 years of age or older; fee is reduced to \$20 for dependent adult child still in school and living at home
- Application fee must be paid in cash, cashier's check, money order or online at www.wickmullinspm.com under tenant services/pay rent online.
- No personal checks will be accepted
- ✦ *Note-processing of application will not begin until fees have been received in our office-faxes of cashier's check or money order does not constitute payment*

Security Deposits

- Security Deposit is due within 2 working days of application approval
- Security Deposit will be made payable to Wick-Mullins Property Management
- Must be paid in certified funds (cashier's check or money order) or paid online at www.wickmullinspm.com under tenant services/pay rent online
- No personal checks will be accepted

Pet Deposits

- Pet deposit may be added to security deposit or paid at time of move-in. Pet deposit may be included in security deposit payment, but not included in payment of first month's rent. If pet deposit is paid at move-in, it must be in a separate payment from rent
- Pet deposit must be paid in certified funds (cashier's check or money order) or paid online at www.wickmullinspm.com under tenant services/pay rent online
- No personal checks will be accepted
- ✦ *Note-property will not be taken off the market until security deposit has been paid and other applications will continue to be considered*

First Month's Rent

- Must be paid separate from security deposit and pet deposit
- First month's rent is to be made payable to Wick-Mullins Property Management
- Must be paid in certified funds (cashier's check or money order) or paid online at www.wickmullinspm.com under tenant services/pay rent online
- No personal checks will be accepted
- Must be received in Wick-Mullins office prior to keys being released

Agent Commissions

- Lease signed by all parties must be in place and tenant must be moved into the property prior to commission check being cut
- Completed Agreement Between Brokers is to be submitted with the following
 - Property and parties completed correctly
 - A. Fee (1) 50% of one month's full rent
 - B. Other Fees (1) Renewals (c) None
 - B. Other Fees (2) Sales (a) 3%
- W-9 for Brokerage dated for current year 2011
- All commission checks are made payable to the Brokerage and not directly to the Agent
- Wick-Mullins Property Management strives to pay within 2 days of tenant move-in
- ✦ *Note - If tenant paid first month's rent online, the agent will have to wait for the funds to be made available to Wick-Mullins from our 3rd party processor, this may take up to 4 additional days.*