



Agreement to Hold Property for Prospective Tenants



Castle Property
919 North Main Street, Harrisonburg, VA 22802 (540) 564 - 2659
e-mail: office@castleproperty.com web site: http://www.castleproperty.com

In exchange for a Property Hold Fee of \$45.00 per bedroom, Castle Property agrees to hold the specified property exclusively for the prospective tenants through the Application Completion Time. The Property Hold Fee checks will be cashed at the time this agreement is signed by Castle Property. The Property Hold fee is a non-refundable fee. We do not recommend a hold until your group has seen the inside of a property, unless the group is willing to forfeit this fee if the group don't select the property.

This agreement is not valid until Castle Property has completed the lower section and signed the agreement. Castle Property will contact the Applicant as soon as this application and fees are received. The time and date Castle Property contacts the Applicant will become the APPLICATION SUBMISSION TIME. At noon three days after the submission time will be the APPLICATION COMPLETION TIME.

Applicant's Name: _____ e-mail: _____ phone: _____

Property Address: _____, Harrisonburg, VA

Number of bedrooms: _____ Total Monthly rent: \$ _____ Hold Fee Submitted: \$ _____ (\$45 X # bedrooms)

Other Prospective Tenants: Applicant is not committed to these prospects but should supply as much information as possible.

Name: _____ e-mail: _____ phone: _____

Name: _____ e-mail: _____ phone: _____

Name: _____ e-mail: _____ phone: _____

Name: _____ e-mail: _____ phone: _____

Name: _____ e-mail: _____ phone: _____

Name: _____ e-mail: _____ phone: _____

Name: _____ e-mail: _____ phone: _____

[] Mark here if there are additional names on the back of this sheet.

The Prospective Tenants have until the APPLICATION COMPLETION TIME to complete and submit the following to Castle Property:

- 1. **ALL** Tenant Applications (one Tenant Application for each Tenant)
- 2. **ALL** Co-singer Applications (one Co-Signer Application for each Tenant, must be Tenant's parent or grand-parent)
- 3. First \$100 of each person's security deposit. (made payable to Castle Property)
- 4. Bedroom & Rent Assignments (use the House Manager work sheet for this info)
- 5. Name of House Manager (use the House Manager work sheet for this info)
- 6. Times that the group can meet to sign the lease. (use the House Manager work sheet for this info)

All applications are available on our web site or at our office and may be faxed, mailed or delivered to the CPI office.

If the group **DOES NOT** complete their Application by the APPLICATION COMPLETION TIME:
The property will be made available to other groups. Prospective Tenants may re-apply, with the understanding that their \$45.00 application fees will not be waived. The Property Hold Fee is non-refundable, however any Security Deposit paid will be returned to the Prospective Tenants.

If the group **DOES** complete their Application by the APPLICATION COMPLETION TIME:
The property will be held exclusively for the group until their Lease Signing Appointment. Tenants must be willing to sign their leases within 5 calendar days of the APPLICATION COMPLETION TIME. The \$45.00 application fee will be waived for all Prospective Tenants. The Security Deposit checks will be cashed.

Applicant has been given permission to sign for all Tenant Applicants in the group and will give a copy of this agreement to each Tenant Applicant.

Applicant Name: _____ Signature: _____ Date: _____

This section to be completed by Castle Property ONLY

Castle Property Staff member confirming receipt with Applicant: _____

Confirmation method: _____ Date: _____ Time: _____ (This is the APPLICATION SUBMISSION TIME)

Add three days to the APPLICATION SUBMISSION TIME: Date: _____ 12:00 Noon (This is the APPLICATION COMPLETION TIME)

Castle Property: [] Accepts this Hold. (or) [] Rejects this hold because the property is no longer available.

If rejected, Applicant requested: [] Castle Property returns checks to Applicant (or) [] Retain as a Secondary Hold and notify as soon as status changes.

Castle Property Name: _____ Signature: _____ Date: _____ Time: _____