

Holding Fee Agreement

I, _____, understand that the monies paid to
(Name)

YMK Real Estate & Management Inc and/or its agent this date of

_____, 2016 in the amount of (\$) _____ is a holding fee to
(mm/dd/yy)

Secure the availability of the rental property located at _____

_____, Calgary AB. If I should choose not to
(Rental Property Address)

commence the tenancy or cancel my rental upon approval, this holding fee will be forfeited to YMK Real Estate & Management Inc. Upon commencement of tenancy, the holding fee will be applied to my security deposit.

In the case where YMK Real Estate & Management Inc and/or its agent does not approve my application, the holding fee will be returned in full.

I understand I have the rights to obtain any information and require to view any documents prior to putting down the holding fee and if I choose not to do so it will be solely at my discretion.

I also agreed during my application process (Only before YMK has approved my application) if I decided not to rent the property, the 25% of the holding fee will be forfeited to YMK Real Estate & Management Inc.

(Signature)

(Applicant Phone number)

YMK Real Estate & Management Inc policy and procedures

Please review prior to putting a deposit on our rental properties.

Attention: all applicants

- 1) All dogs and cats do require a 1 time non-refundable pet fee per pet. The fee charged will be different base on the pet size and age. This is due upon approval of the pet(s) when lease signing.
- 2) If new tenants move into our rental property before the 1st; if the property is available and vacant, YMK reserve the rights to provide the property to the new tenants 1-2 days early at no additional cost.
- 3) If new tenants move into the property on the 15th of the month or before, the entire month rent is due on or before Tenants move in and any pro-rated rent will be adjusted on the next following 1st day of the month.
- 4) If new tenants move in 1 week or more than few days prior to the 1st and additional pro-rated rent will be charge. The full month rent and the additional pro-rated rent will all be due on or before tenants move in.

(Note: it is our policy that minimum 1 full month rent and 1 full month security deposit paid in secure funds prior to YMK providing keys to new tenants, so any adjustment if any will all be done on the following 1st day of the month)

- 5) For applicant(s) with bad credit, very new jobs and/or seasonal work. If we approve the applications based on references and provide the rental property to the applicant(s), YMK may request additional funds for extra security from tenants beside the 1 full month security deposit (such as 50%-100% last month rent up front).
- 6) Upon receiving a fully filled out application and any supporting documents. Please allow YMK 1-2 business days to check all the application forms.
- 7) The property will be reserve to the applicant(s) upon a minimum 50% deposit is received until the applicant(s) is either approve or decline.
- 8) Upon approval by YMK, all payments made will apply towards the security deposit and a lease signing appointment will be schedule. Note: we do require a copy of the photo ID to confirm the applicant(s).
- 9) Upon decline by YMK, all payments made will get refunded back to the applicant(s) in full and can be pick up by the applicant(s) at our office during business hours.
- 10) Any deposit forfeited due to the applicants' change of mind is all list it on the holding fee form.