

Holding Fee Agreement

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

YMK Real Estate & Management Inc. and/or its agent this date of _____, 2022
in the amount of (\$) _____ is a Holding fee to secure the
availability of the rental property located at _____. Calgary AB.
(Rental Property Address)

If I/We should choose not to commence the tenancy or cancel my/our 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 this case where YMK Real Estate & Management Inc. and/or its agent **DO NOT
APPROVE** my/our application, the holding fee will be returned in full.

I/We also agreed during my application process (**ONLY BEFORE YMK APPROVE
MY APPLICATION**) if I/we decided not to rent the property, the 25% of the
holding fee will be forfeited to YMK Real Estate & Management Inc to cover the
period "YMK" holds the property for me/us.

I/we understand the remaining balance of the security deposit will be due and
payable to "YMK Real Estate & Management Inc." within 5 business days upon
approval. Unless otherwise agreed by both parties, if I/we failed to provide the
remaining balance of deposit and/or pass the lease start date as per the
application form and still has not signed the lease or arrange for the move in walk
thru. I/we agreed to forfeit the whole deposit or any holding fee to "YMK" and
have my/our application and rental to be cancel/terminate automatically.

I/We understand I/we have the rights to obtain any information or view any
require documents prior to putting down the holding fee. If I/We choose not do
so it will be solely at my/our discretion.

Applicant's Signature

Applicant's 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) at the time of lease signing.
- 2) If new tenants move into our rental property be 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 1 month of rent is due before or when 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 few days prior to the 1st and if any additional pro-rated rent will be charge. The full month rent and the additional pro-rated rent will all be due before or when 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 the fully filled out application and any supporting documents. Please allow YMK 1-3 business days to check all the application forms.
- 7) The property will be reserve to the applicant(s) upon a minimum 50% deposit up to a maximum of 5 business days.
- 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.
- 11) The applicants who changes their mind during the lease signing process, the applicants will treat it as cancelling the rental and the whole deposit (or any holding fees) will also be forfeited to YMK. Please ask for a copy of the lease prior to putting a deposit on the home if need it.
- 12) Email transfer deposit: send to info@ymkproperties.com and set password to 4032658333.