

CITY OF CARO

House Rental Policy

Advertise Property

- List property for a minimum of one time in local newspaper.

Take Applications

- Determine time line for applications.
- Applications may be mailed or picked up at City Office.
- One application completed for each adult, resident of property.
- Be sure each application is complete.

Review Applications

- Manager and designee will contact employers, former or current landlords, credit reference.

Select Tenant(s)

- Request security deposit and first month's rent.
- Determine move in date.

Complete Forms

- Lease for one year, then rent on a month-to-month basis.
- Check-In List
- Charges and Fees

The rent will be \$400 per month with a security deposit of \$400. Tenant will be responsible for all utilities and yard care.

Adopted by Council: 2-08-08

Policy # 08-016

Revised 8-20-12