



Hance Realty

REAL ESTATE & PROPERTY MANAGEMENT

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Showing Instructions

We want to thank you and appreciate you leasing one of our properties for the term of your lease. Now that you are working towards moving out there are some steps to follow to complete your Move Out successfully and have your Security Deposit and Pet Deposit returned to you.

As per your Lease agreement states, Hance Realty, LLC., is authorized to show the property for rent the last 60 days of your lease. We will place a sign on the yard and a Key box at the front door and begin the showings to prospective tenants. Other Real Estate offices are allowed to show the property as well, always giving you a 30, (thirty) minute notice prior to any showing.

If you are unable to be present at the time of the showing, due to work, or any other prior commitment, we will use our key that has been placed inside the key-box located on the front door. Only licensed Real Estate Agents are allowed and or able to have access to the property.

If you do not wish to have any showings, you may withdraw your authorization to allow a Key-Box placed on the property by providing written notice to Hance Realty, LLC. and paying the Landlord a fee of 1 (one), full month's rent as consideration for the withdrawal. Hance Realty will remove the key-box within a reasonable time after receipt of the notice of withdrawal and payment of the required fee has been paid. **Removal of the key-box does not alleviate your obligation to make the property available for showings.**

Whether or not you authorize a key-box to be placed on the Property the Landlord (See Paragraph #14-B of your lease agreement); may show the property at reasonable times to prospective tenants.

Tenant understands that failure to allow reasonable showings as well as keeping the Property "Show Ready" during this time constitutes default of the lease, and the Security deposit, in it's entirety, can be forfeited for this reason.

To keep tract of who enters the property at all times, we use a company called Centralized Showing Service, (CSS) to monitor all activity. They keep record of the Agent's Name, Company they work for and the approximate time he or she entered the property. Centralized Showing will give you a courtesy call to inform you of each showing to the phone number you provided us on the lease application. If you would like to be contacted at a different phone number, please call us immediately so we can update the file and CSS with the change of the phone number. A courtesy call means that they will give you a call, but if you do not answer the phone, CSS will still allow the agent to show the property.



This same company, Centralized Showing Service, will record if you deny or cancel a showing.

- 1. There is a \$50 fee for each denied, canceled showing, or property is unable to be accessed for the showing.**
- 2. Please do not lock the keyless deadbolt on the front door and if you use a security system, call the office to confirm that we have the correct security codes.**
- 3. Also, make arrangements for removal of all pet(s) or have them in a kennel or secure area for all showings. Failure to comply with making proper arrangements will constitute in tenant being charged for a (Trip Charge) or possible loss of their Security Deposit if they have compromised the showing of the property.**

Note:

Do Not allow any Prospective Residents in your home unless they are accompanied by their Real Estate Agent. Please refer them to the office to see the property.