



## **NON-REFUNDABLE \$400 PROCESSING FEE**

By signing below, I \_\_\_\_\_ am agreeing to pay CitySites Real Estate Group, Inc. a NON REFUNDABLE processing fee of \$400.00 pertaining to the leasing of apartment \_\_\_\_\_ located at \_\_\_\_\_. In order to take this apartment off the market, payment must be in the form of either certified/bank check or cash. Sorry, personal checks will not be accepted. Once we have the funds, we will then work on getting you approved by the landlord/management company and getting you leases to sign. In most cases we will know right away if you will be approved as we have a long history with this landlord/management company.

### **PLEASE NOTE THE FOLLOWING:**

1. The \$400.00 is 100% REFUNDABLE **ONLY** if CitySites Real Estate Group, Inc. is unable to get you the above apartment, if you are not approved, or the apartment has been rented. In this event you will get the \$400.00 refund no later than the next business day.
2. You **MUST** be able to complete whole transaction within three (3) business days (this includes any paperwork that is due, signing the lease, delivering all funds for rent, security and brokers fee) **FAILURE TO COMPLETE THE TRANSACTION DURING WITHIN THREE (3) BUSINESS DAYS WILL CAUSE YOU TO FORFEIT THE \$400.00 PROCESSING FEE AND THE APARTMENT WILL GO BACK ON THE MARKET.**
3. The \$400.00 will be applied towards the \$60 Application Fee (per applicant). After lease signing the \$400.00 minus application fee(s) will be refunded.
4. **MOST IMPORTANTLY**-If you are not 100% sure that you want this apartment, or don't think that you can complete the transaction within three (3) business days, and then we ask that you please **NOT** apply until such time.

Thank you,

\_\_\_\_\_  
Agent

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guarantor

3 West 57<sup>th</sup>, 5<sup>th</sup> Floor  
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