

# WOODRIDGE MANOR, LLC

2404 Williams Creek Road ▪ High Ridge ▪ Missouri ▪ 63049 ▪ Phone (636) 677-0515

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## REFERRAL POLICY

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Dear Resident,

It is our policy to pay current residents a referral fee for each new resident they recommend to our company. Since we share a common goal of *good* neighbors, we think it makes sense to reward our residents for assisting us in achieving this goal. Up to \$250 will be paid for all referrals subject to the following conditions:

1. All prospective residents are subject to the standard screening process. We reserve the right to accept or reject any applicant subject to the terms of local, state, and federal law.
2. The new resident must pay on time for the first three months, maintain the property, and have no nuisance complaints filed against him/her.
3. The referring resident must be current with his/her rent at the time of the referral and remain current during the same three months as the new resident. There must be no complaints filed against the referring tenant.

Payments will be made as follows: \$50 will be paid at the time the new resident is accepted, has paid in full all rent and deposits, and moves into the property. The remaining \$200 will be paid at the end of the three month waiting period, provided all conditions have been met.