



**PRIME**

PROPERTY MANAGEMENT

## PPM Policies on Renting

Thank you for taking the time to visit our website and our rental listing. The following guidelines and policies are designed to make your rental search more enjoyable. We hope that one of our properties will become your next home.

**Viewings:** After reviewing the list of available properties, follow the directions in the individual ad to schedule an appointment for viewing.

**Appointments:** Please be prompt with your scheduled appointment as viewings are scheduled in 30-minute increments.

**Condition:** We believe we have a higher-than-normal standard in the preparation of rental units, but our standards may or may not be equivalent to your standards. Any request to make changes in the current condition of the property or terms of the lease agreement must be in writing at the time of application. These requests may be written into the comment section of the application and will be considered at the same time your application is processed.

**Pets:** All our properties have a policy on pets, and it is stated in each ad. Most of our properties allow one (1) small dog (under 15 inches from shoulder to ground, for example a cocker spaniel). Most properties do not allow cats. Due to insurance coverage requirement no properties allow the following breeds: Ferrets, Dobermans, Pitbulls, Rottweiler's, German Shepherds, Great Danes or any attack trained animals. If you have pets, please pay close attention to the pet policy within each ad as this policy is set by the Owner of each property and we do not have the ability to change it. An additional deposit and/or higher rents may be charged for any approved pet. If you will be applying for one of our rental properties with a pet, we use ***PetScreening*** to screen all applicants for animals. We recommend you fill out the information there now before viewing our properties, as it can take time to get the results back from your health professional. Without approval from ***PetScreening*** we are unable to approve an applicant.

**Service/ Assistive Animals:** Under Fair Housing Laws, service animals, as well as assistance, comfort, emotional support or companion animals, are allowed in residential rental dwellings, regardless of any "no pets" or "restrictive" policies. Additionally, no pet deposits or pet rents are required for qualified animals. If you will be applying for one of our rental properties with a service/assistance animal, we use ***PetScreening*** to screen all applicants for animals. We recommend you fill out the information there before viewing our properties as it can take time to get the results back from your health professional. Without approval from ***PetScreening*** we are unable to approve an applicant.

**Applying:** Applications are completed on our website by clicking on apply online from the main page. The Application must be filled out before it will be considered and processed.

**Application Fees:** There is an application fee of \$50.00 per adult applicant (18 years of age and above). This fee must be paid at the time the application is submitted through the website application form.

**Processing:** Applications are processed in the order in which they are received. Processing will normally be completed within 24 hours. This can be longer if a complication arises such as difficulties contacting your past landlords or waiting for results from **PetScreening**. We will review a credit and criminal background report, verify your employment or income, and check with any current and past landlords you have rented from. As a representative of the Owner of the property, we must act in their best interests and will choose the best application if more than one has applied.

**Qualifying:** Qualifications for properties vary dependent on the individual property owner's instructions to us. However, in most cases, the following is reviewed: 2 years of verifiable present and/or past landlord history; a satisfactory credit criminal report through one of the major credit bureaus; verifiable income with a maximum rent to gross monthly income of 33%; Roommates are allowed in our properties, however more landlord history may be required especially for those properties around the DMV area rented by roommates. We use an occupancy standard of allowing a maximum of 2 persons per bedroom (examples: 1 bedroom property would permit up to 2 persons, 2 bedrooms up to 4 persons, etc.). The general policy is that the lease must start within 10 days from the date an applicant is approved for vacant homes and within 10 days from the date an occupied home is vacated.

**Approval:** After an application is approved, any other applications on the same property will be held until the move-in monies of the first are obtained. The security deposit and the first month's rent are due upon approval. Deposit and first month's rent must be paid by money order, cashier check, credit or debit card. No cash or personal checks are accepted. After your move-in monies have been paid, the leasing staff will send your lease agreement to sign via DocuSign. At the chosen date of your move in, your keys will be issued to you in our office or in a Key box just outside of our office. If all of the move-in monies have not been received within 24 hours of approval, the property will return to available status and any other application on file will be considered.

**Standards:** All properties leased and managed by Prime Property Management are offered subject to the Federal Fair Housing Act which makes it illegal to advertise any preference, limitation, or discrimination based on race, color, religion, sex, country of national origin, handicap, familial status, or any intention to make such preference, limitation or discrimination. Our staff of professionals are regularly trained and educated on the latest local, state, and federal statutes pertaining to rental regulations.