

Agent Rental Info Sheet

Agents, please read carefully before scheduling or showing Bowen Property Management Rental properties. Specific property details and qualifications can be found below.

Screening

We screen ALL 18 and over occupants. We run a comprehensive criminal, court action and credit check. We cannot accept any applicants with felony convictions, recent felony arrests, a long history of misdemeanor arrests, previous evictions, or landlord collections. Please ask your client if any of these items will be found in their report before showing the property (we do not want you to waste your time if your client will not be accepted.)

Applications

We receive MANY applications on a daily basis. **COMPLETE** applications are processed and reviewed in the order in which they are received. If an application is incomplete, it will not be considered or reviewed until we receive all the information. It is important that you verify that it is complete before turning the application in to our office for processing. Please **DO NOT** send your client to our office to fill out an application or to ask questions without a scheduled appointment. A representative for Bowen Property Management may not be available to speak with your client or go over the application process and answer questions. Applications and complete instructions are included in the document section of every listing. If an application is turned in and information is missing your client could miss the opportunity to lease the property.

- All applications must be legible, COMPLETELY filled out & last page signed. Ink only, pencil will not be accepted.
- All 18 & over occupants must fill out app & pay fee (if more than 2 adults please use additional applications).
- App fees are \$25 per applicant.
- Certified funds, cash or money order only. Personal checks, photocopies of the app fee you received will not be accepted. Apps will not be processed until the fee has been received in our office.
- All income verification **MUST** be included. Every property has a minimum income criteria. Please make sure your client meets this criteria before turning in the app. Apps will not be processed if minimum income qualifications are not met. (Listed with property info below).
 - Acceptable forms of income verification include:
 - One month's paystubs—Consecutive, most recent paystubs (4 if paid weekly, 2 for biweekly pay).
 - Court order for alimony or child support and proof of monthly receipt
 - Verifiable offer letter from new employer (on letterhead- we must be able to independently verify)
 - Disability income
 - Social Security income
 - Food Stamps award amount (if necessary to meet minimum criteria)
 - Bank statements cannot be accepted as proof of income UNLESS your client is offering advanced rent and is showing proof of funds.

Identification

Clear/legible copies of federal or state identification for all applicants applying to rent the property.

It is **EXTREMELY** important that we receive applications as one complete package. Please DO NOT send information without the application included. (For example, do not send paystubs, identification, etc without app). As stated above we receive many applications and inquiries daily, to cut down on confusion and delays it is important that you review all apps and submit as a complete package.

Properties

If a property is listed as "**Active**" in the MLS it is still available for showings. We will list the property as "**RENTED**" in the MLS as soon as we have a signed lease and first month's rent. If your client has been approved for a property, please encourage them to schedule the lease signing and pay their first month's rent as soon as possible. We will do our best to contact you if a property is no longer available if you have a showing scheduled.

Property Details – 64 Antietam Street Apt 10 - \$800.00 \$25.00 Water/Sewer Fee per Month = \$825.00 Per Month

Bare minimum gross income accepted: \$2,475.00 –

Please note: Bare minimum will only be accepted if there is very little debt and/or monthly expenses. We need to make sure that your client can afford to maintain the property and pay rent.

Utilities

Electric – City of Hagerstown – Tenant responsible for transferring electric into their name & payment

Heat – Electric Baseboard

A/C — Mini Split Built In A/C System

Hot Water – Electric –

Water – Public – City of Hagerstown – Included in water/sewer fee

Sewer – Public – City of Hagerstown – Included in water/sewer fee

Trash – Trash Receptacles on 2nd Floor Landling

Lawn Service– No Lawn

Snow Removal – Included in Rent

Parking –Street parking or Parking by permit with City of Hagerstown. The tenant is responsible for finding parking.

Laundry – No laundry provided.

Pets

Case by case based on strength of application, breed/size of dog, references, etc. No more than 2 pets will be accepted. No exceptions. **Monthly Pet Rent of \$25 per pet will be required..** Insurance regulations do not permit us to accept breeds that are considered aggressive (pit bulls, pit-bull mixes, Rottweilers, Dobermans, etc). Tenants are not permitted to install outdoor fencing, kennels or chain pets outdoors. **MUST CLEAN UP DOG WASTE AT TIME OF OCCURRENCE...**

Lease Term

Minimum 1 year (no exceptions) – Maximum 3 years

Guests/Children

Tenants must monitor children and/or guests at all times. Guests are not permitted to stay at the residence for more than 30 days in a calendar year