

Property Management Advisors (PMA) is fortunate to be of assistance with the landlord's determination process for new tenants. As an applicant, please follow the following directions for proper and prompt processing. PMA does not make the approval decision. PMA processes your credit report and provided references within 24-48 hours and then provides the application results to the decision-makers: landlord and/or listing agent.

- ☐ Application and \$60.00 fee per applicant to be submitted online at <https://pmadvisors.appfolio.com/listings> Portal accepts either debit-checking or credit card.
- ☐ Applications are to be filled out thoroughly, completely and with accuracy. Any missing initials, blanks, or questionable information will be cause for delay in approval or immediate rejection.
- ☐ Applicants must be over the age of 18. All occupants of the home must be disclosed including their ages. All occupants 18 and over must submit an application.
- ☐ Applicant to provide Rental Verification form directly to current landlord for proper processing.
- ☐ Application must include proof of income for each applicant; usually a minimum of two (2) paystubs.
- ☐ If represented by a Realtor, include a copy of the agent's business card and/or best contact information
- ☐ IMPORTANT: If credit status or circumstances require special consideration, be prepared to provide additional supporting documentation, i.e., tax returns, letter of employment, etc.
- ☐ In cases of pets, letters of referral from past landlords or property management are advised.
- ☐ Rental applications will be processed Monday thru Friday, 9:00am to 4:00pm with results provided to listing agent and/or landlord usually within 24-48 hours.

If approved, tenants should be prepared to:

- ☐ To ask listing agent for name or details of whom lease-required funds should be made payable and/or delivered.
- ☐ Provide a copy of the renters insurance declaration to the listing agent within 48 hours of lease ratification.
- ☐ Schedule utility responsibility prior to occupancy.

If there are any questions, please contact PMA at 703.457.6533, ext 4