



11890 Sunrise Valley Drive, Reston, VA 20190

www.premierepropertymanagementllc.com

RESIDENTIAL RENTAL APPLICATION

Thank you for applying with Premiere Property Management, LLC. We have put together the below information to make sure you are fully informed of our application and screening criteria, and the steps which follow. Please ensure you have read our standard lease available on our website at www.premierepropertymanagementllc.com.

Property Condition: Applicant or the applicant(s) representative is required to view the property prior to submitting any application. Landlord makes no express or implied warranties as to the Property's condition.

Please have the following items ready before applying:

- Copy of driver's license
- Most recent (2) two paystubs from employer OR
- If self-employed, 2 years' tax returns
- Copy of most recent 2 month's checking/savings statements

PLEASE VISIT THIS LINK TO APPLY ONLINE:

<https://app.propertyware.com/pw/portals/premierepropertymanagementllc/tenantApplication.action>

***You may also email your documents to:** [Erin @premierepropertymanagementllc.com](mailto:Erin@premierepropertymanagementllc.com)

Business Relationship: We are licensed real estate agents in the state of Virginia and we represent the Owner exclusively. The relationship between a landlord and tenant is a business relationship, and as such courteous and businesslike attitude is required from both parties. We reserve the right to refuse rental to anyone who is verbally abusive, swears, is disrespectful, makes threats, is argumentative, or in general displays an attitude at the time of the showing or during the application process that causes management to believe we would not have a positive business relationship.

Application Submission Terms and Agreement:

Unless specifically agreed to in writing, the property will be presented to the applicants on the Lease Start Date in the current condition, including normal wear and tear. If the applicant(s) have any special terms being offered that differ from the current MRIS listing and property condition they must be included with the submission of the application and supporting documents to be considered. Applications are processed Monday-Friday and the application process may take up to 2 business days to process after all required documentation is submitted.

Any special requests for repairs or upgrades must be made in writing via the tenant agent, and must be agreed upon in writing by the Management Agent. The requests can only be cosmetic changes to the property and if approved may be completed after the lease start date.

The application fee (\$60 per applicant) is non-refundable and collected on-line from each applicant at the time of submission. It is charged regardless if the application has been fully submitted to include supporting documents. The Landlord reserves the right to reject any application not completely submitted within a 24 hour period. Application fee shall not be refunded for a variety of reasons including multiple applications received and another application chosen, incomplete application submission, application denial.

PLEASE REMEMBER TO COMPLETE STEP 2. OF THE ONLINE APPLICATION PROCESS FOR PAYMENT OF THE PROCESSING FEE.

Upon approval of the application, the primary applicant will be sent an email to register into their online account and make payment for the Security Deposit. Once the Security Deposit payment is confirmed the lease shall be sent electronically to the applicant(s) and agent to review and complete. Upon delivery of the fully executed lease, the applicant(s) will make payment of the First Full Month's Rent and any fee's or additional charges. Pro Rata/Prorated rent will be due the business day prior to the lease start date.

Each Tenant/Occupant over the age of 18 MUST COMPLETE AN INDIVIDUAL APPLICATION.

Co-signers are required to be a resident of the State/Jurisdiction of the property to be considered and must complete an individual and complete application including providing supporting documents. Co-Signers should include in their application all the applicants they are co-signing for. Applicants should include the name(s) of all other applicants for the lease in application.

NOTE: We do not prescreen Applications. Applicants are required to pre-screen themselves with the following criteria and will need to meet the requirements below. If you feel you meet these minimum requirements, you are encouraged to apply:

Application Process & Screening Criteria:

Premiere Property Management, LLC is committed to equal housing and we fully comply with the Federal Fair Housing Act (FFHA). We do not discriminate against persons because of race, color, religion, sex, handicap, familial status, national origin, or age. We also comply with all state and local fair housing laws. We offer the online application to everyone who requests one.

Approval is based on SEVEN factors:

- Credit History
- Employment Verification and History
- Income Verification
- Rental Verification and History
- Criminal Background Check
- Terrorist Database Search
- Pet Criteria

*Depending on the results of the application we may request an additional deposit as a Deposit as part of the lease.

Identification:

Each applicant is required to provide a copy of a government-issued photo ID which is not expired.

Income Verification:

Net Income should be at least three (3) times the monthly rent and verifiable from an unbiased source: employer through pay stubs, tax returns, and/or bank statements. Self-employed income may also be verified with a CPA-prepared financial statement or tax returns. Employment history should reflect approximately 6 months in the same line of work. If not employed for 6 months with the current employer, or if employment has not started yet, please provide a copy of a signed and dated job offer letter on company letter to evidence employment. Applicants who do not meet the above employment or income requirements must submit Savings Account statements showing a minimum average balance equal to 8 months of rental payments, for the last 6 months.

Employment:

We require verifiable employment history for at least the past two (2) years, unless you are entering the work force for the first time. You must be a permanent employee (not temporary or probationary). If you are self-employed, retired, or not employed, we can accept such documents as signed tax returns (2 years minimum), bank statements, etc. that provide proof of applicant's ability to pay the rent. If military, we need a current copy of your LES. If you are active duty military, you must be on an assignment that, to the best of your knowledge, will allow you to complete an initial 12 month lease.

Residence History:

We require verifiable residence history for at least two (2) years whether you currently own or rent. Applicants are responsible for providing information including the names, addresses and phone numbers, of Landlords with the dates of tenancy for the previous 2 years. Rental history must be verified from unbiased sources. Home ownership will be verified from a current credit report. We can accept base housing as rental history. Any evictions within the previous 5 years will be automatic grounds for denial. Broken leases will be considered on a case-by-case basis and an additional security deposit may be required.

Credit History:

We will obtain a copy of your credit report. You cannot provide this to us, we will obtain this ourselves. Credit history should show that the resident has paid bills on time and does not have a history of debt "write-offs" or accounts that have gone into collection. Money owed to a previous landlord or utility company is cause for denial. Residency may also be denied due to poor credit history.

A credit scores of 660 or higher are usually approved with normal rents, as advertised admin fees, and a security deposit equal to one month's rent. Credit scores below 660 may be considered with an increased security deposit or prepaid rent. Credit scores below 620 are normally denied due to bad credit.

Criminal, Sex Offense, and Terrorist Database Check:

We will check these databases for all occupants over 18. We do not rent to any person required to register as a sex offender. Criminal backgrounds involving violent crimes, prostitution, domestic violence and/or involving the possession of weapons or illegal substances are all grounds for denial of an application.

An exception may be made for type and or age of offense, please provide details to the Property Manager.

Rental Criteria for Pets:

Pet policies vary from one homeowner to another. For each approved pet there will be a pet fee charge of \$300 (Pet Fee is Non Refundable) and an additional pet deposit may be due. Property Insurance Companies do not allow certain particular breeds of dogs, either purebred or mixed.

Therefore, **dogs fully or partially of the following breeds will be rejected:** Akita, American Bulldog, Bullmastiff, Mastiff, Chow, Doberman, German Shepherd, Husky, Presa Canario, Pit Bull,

Siberian Husky, Staffordshire Terrier, "Wolf Dog", Bull Terrier, Pit Bull Terrier, Rottweiler and any combination of these.

Special consideration is given to "Service Animals" that assist a tenant with special medical needs. However, such service animal must be disclosed at the time of application and appropriate documentation provided.

We require with your application, a picture you and your pet that will be on the property.

- No Aquariums larger than 10 Gallons allowed.
- No ferrets, reptiles or rodents of any kind are permitted as pets.

NOTICE TO ALL APPLICANTS:

NO SMOKING is permitted inside the home, garage or any other enclosure on the property.

Disabled Accessibility concerns should be submitted in writing to the property manager. We must obtain Owner approval to allow modification of the premises. All modifications are at the expense of the disabled person, and the disabled person must agree to restore the premises, at their own expense to the pre-modified condition (provided the modification would affect the use and enjoyment of the premises for future residents).

We require:

- Written proposals detailing the extent of the work to be done.
- Written assurances that the work is to be performed in a professional manner by a licensed/bonded contractor.
- Written approval from the landlord before modifications is made.
- Appropriate building permits and required licenses made available for the landlord's inspection.
- A restoration deposit may be required per Fair Housing guidelines.

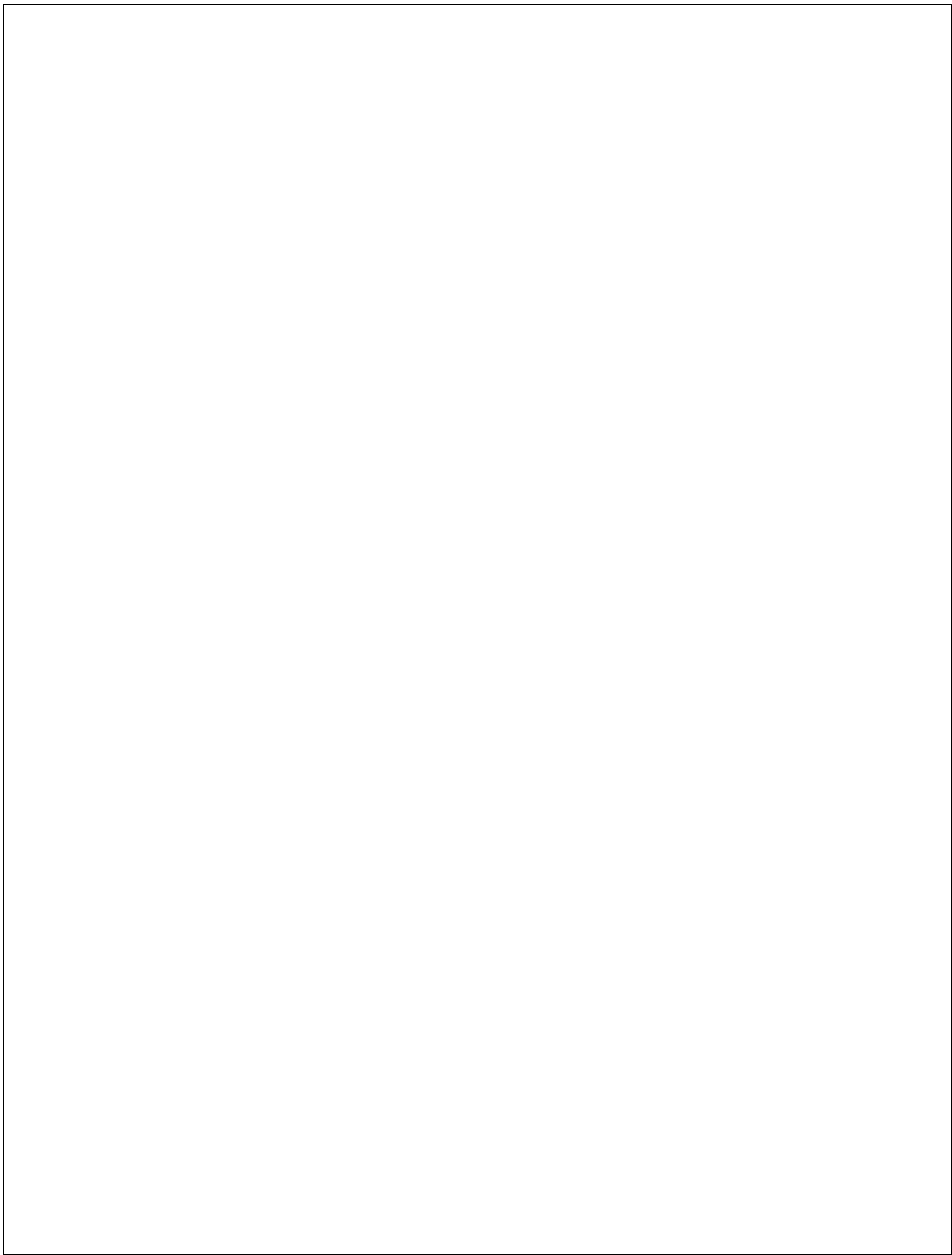
School enrollment concerns should be investigated prior to submitting your application. Please verify the school information with the school district because enrollments get capped and designation boundaries may change.

REASONS FOR DENIAL OF APPLICATIONS:

- If previous landlord(s) would be unwilling to rent to you again for reasons pertaining to your behavior or that of any family member, guest (welcome or not), your pets, or any animal on the property during your tenancy.
 - Failure to give proper notice when vacating a property/ending a lease.
- If you have had three or more late payments of rent within the last 12 months.
- If you have an unpaid collection filed against you by a Property Management Company or Landlord.
- If an unlawful detainer action or eviction has occurred within the past five (5) years.
- If you have recently received a notice to vacate.
- If you have had two (2) or more NSF checks within the last 12 months
- If you have allowed any person(s), not on the lease, to reside on the premises.
- If we are unable to verify your information, we must deny the application.
- No Businesses operated from property. If you have a home based Business that you think we might approve please let the Property Manager know.
 - If we are unable to verify your identity using a government issued-non-expired photo ID provided at the time of application

Upon Approval:

Once you are approved you will be notified by email. We send out the lease through email to all approved applicants and their agent. Applicants have 24 hours to sign the lease and 48 hours to make the initial payments.



due per the lease. After 48 hours additional applications will be considered and the lease offered may be withdrawn.

Start of Lease:

Occupied Homes ---Premiere Property Management, LLC will typically advertise a first available date with all of the homes we manage. In some cases, those dates will need to change due to circumstances beyond our control. We ask the approved incoming tenant be flexible in some cases. We understand the burden this can create and strive to advertise a solid date so incoming tenants can plan accordingly.

Important Information to Know Prior To Applying:

- 1) Our standard policy is to conduct periodic property inspections, at which time picture(s) and or video may be utilized, saved for our records, and shared with the property owner. If you feel this policy is not agreeable you may wish to stop now and not apply for one of our properties.
- 2) Premiere Property Management, LLC has a zero day grace period for late rent payments. We have zero tolerance for late payments because we provide you a tenant portal login so that you can pay rent online each month, and require that you do so unless otherwise agreed upon in writing between all parties up front, prior to approval.
- 3) Upon Approval: Once you are approved, you will be notified by email with instructions on making your online payment a security deposit that will secure the home off the market on your behalf. These payments are due within 24 hours of approval.
- 4) Tenant Handbook - Applicant/Tenant agree that as part of the application and lease that the Tenant Handbook and all terms, policies and agreements shall be incorporated in the application agreement and lease agreement.