

INTUNE PROPERTY MANAGEMENT, FLOW

LEASING POLICIES

These policies were established to ensure that all applicants follow the same guidelines. We adhere to Federal, State and jurisdictional Fair Housing Laws. Our acceptance or denial of tenants is based on income, debt load, credit status, employment status, and previous landlord recommendations.

NOTICE: No additional persons may occupy the property without applying and being approved. The Lease will be terminated and you will have to vacate the property if this occurs.

APPLICANTS

- Each occupant 18 or older must complete an application.
- The application will not be considered with missing or false information.
- The application must include two checks: a non-refundable \$50.00 processing fee and a **refundable earnest money deposit equal to one month's rent**. Upon acceptance, the earnest money becomes the security deposit.
- Some properties do not allow pets and some do not allow smoking. There may be limited parking in townhouses or condos which will control the number of cars allowed. No more than 2 persons may occupy a bedroom.

CREDIT CRITERIA.

- We will obtain a credit report, criminal and eviction reports on each applicant.
- *Unsatisfied judgments, liens, unpaid child support or unlawful detainers will cause rejection.*
- More than one 90 day late on any account within the last year may cause rejection.
- Discharged bankruptcies with credit re-established may be considered with documentation.
- If there is no previous rental history, the security deposit will be two-month's rent (VA).

INCOME CRITERIA

- Rent must be no more than 30% of gross monthly income with normal debt.
- Income will be verified. No more than two incomes to qualify for each property.
- Self-employed applicants must provide tax returns for two years. Hourly employees must provide W-2's for two years.
- Military must provide a copy of orders.

IDENTIFICATION

- A photo ID must be provided at lease signing. Driver's license, military ID or passport are acceptable and will be copied for the file. Two separate IDs are required.

MOVE-IN PROCEDURES

1. Leases must be signed by appointment within two days of acceptance of application.
2. Utilities must be transferred to your name as of the beginning Lease date.
3. Possession will be after property is vacated by former tenant and is prepared for occupancy.
4. A property condition inspection with a photo record is done between tenants.
5. First month's rent is to be paid by cashier's check or money order before keys are provided.
6. Tenant must maintain a Renter's Insurance policy during the Lease Term.

Rental Application Instructions

- 1) Complete all pages of the Rental Application for each adult who will live in the home. If no applications are available; we can email one to you. An application is complete when it includes:
 - a) Offer of terms (address applying for, occupancy date, lease length & amount of rent).
 - b) Full legal name (incl. maiden name) & address of each applicant and occupant (including minors)
 - c) Date of birth & Social Security Number or Individual Tax ID for each applicant
 - d) Current landlord name & daytime telephone number.
 - e) Former landlord name, daytime number, and property address.
 - t) Employer/Payroll dept. name & telephone number - note: if, your employer uses 'The Work Number' or a system that charges for verification, you must provide an alternate employment verification: paystubs from the last 2 pay periods, most recent W-2, or an acceptance letter if this is a new job. Self-employed must include the last 2 yrs. Federal 1040 & schedule C forms.
 - g) Signature of each adult on the second page of the application.
 - h) In addition, see paragraph 2) below.
- 2) Submit the application with 2 checks made out to In Tune Property Management, Flow; one for \$50 for each **adult** (age 18+), and one for the earnest money deposit of one month's rent (not cashed until the application is approved at which point it becomes the security deposit).
- 3) The 1st month's rent and pet deposit will be collected on the day the lease is signed or begins in exchange for the key to the home. Certified funds are required for the first month's rent or whenever there are less than 15 business days for a personal check to clear. After the first month's rent, a personal check will be allowed in accordance with the lease.
- 4) Link to pay application fee online. USE ONLY AFTER your rental application has been reviewed by the property manager, and/or the Listing Agent. You will receive a call once you application is ready to go for the online processing. www.paypal.me/intunepmflow
- 5) Link to go to the online processing step will be emailed to you

The processing of the application will take a minimum of 2 business days to complete. The time can be reduced by attaching copies of paystubs, employment letters, correct phone numbers of contacts, etc.

We will not start processing until 1) signed application, 2) application fee & Earnest Money checks are in the hands of the property manager.

Please mail or drop to our office location the application and check, between the hours of 9am and 5pm, Monday-Friday.

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