

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 however then provides the application results to the decision-makers: landlord and/or listing agent.

- ☐ If a ***non- managed home***, a **\$50.00 fee per applicant** to be paid online at <http://www.pma-dc.com/online-rental-application>; portal accepts either debit-checking or credit card
  - *declined applicants will be refunded \$25 per applicant*
  - *if applicant withdraws application after credit report is processed, fee is still due to PMA*
- ☐ Please use the rental application available on our website for the jurisdiction of the home: VA, MD or DC
- ☐ 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
- ☐ Applicant to provide filled out Rental Verification form directly to their current landlord for proper processing
- ☐ Must include proof of income for each applicant; usually a minimum of two (2) paystubs
- ☐ Please note the property address or a copy of the MLS listing
- ☐ 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 further 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 applications are properly submitted

**If approved**, tenants should be prepared to ask listing agent:

- Name or details of whom lease-required funds should be made payable and/or delivered
- Providing a copy of the renter's insurance declaration to listing agent after lease ratification
- Scheduling utility responsibility prior to occupancy

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