

# WILKINSON PM 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.

## APPLICANTS

- There may be multiple applications for any of our properties. Please contact us or your agent before applying.
- Each occupant 18 or older must complete an application.
- The application will not be considered with missing, incomplete, or false information.
- No sight-unseen applications. You must have seen the property either in person or through a virtual tour with an agent.
- Smoking is not allowed in any of our managed properties.
- A deposit equal to one month of rent is required within 2 days of approval of your application or the rental property may be offered to another applicant.
- If you are applying to a property that allows pets, an additional \$500 deposit per pet will be required prior to move-in. **\*\*Note:\*\*** Breeds such as Pit Bulls, Rottweilers, German Shepherds, Huskies, Dobermans, Chows, Great Danes, Saint Bernards, Akitas, Wolf Hybrids, and mixed breeds including any of the above mentioned will not be permitted.
- There may be limited parking in townhouses or condos. Individual HOA rules will determine the number of cars allowed.
- Community Associations and/or municipalities may limit the number of occupants of a property.

## CREDIT CRITERIA

- We will obtain a complete credit report on each applicant.
- Unsatisfied judgements, liens, unpaid child support, or unlawful detainers will cause rejection.
- More than one 90 days 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 months' rent (where allowed).

## INCOME CRITERIA

- Rent must be no more than 33% of gross monthly income with normal debt.
- Income will be verified. No more than two incomes will be used to qualify for each property.
- Self-employed applicants must provide tax returns for two years (including Schedule C). Hourly and salaried employees must provide W-2's for two years.
- Military must provide a copy of orders and an LES.

## MOVE-IN REQUIREMENTS

- Leases must be signed and a deposit equal to one month of rent (regardless of move in date) must be paid through our online portal **\*\*within 48 hours of acceptance of application.\*\***
- Utilities must be transferred to your name as of the Lease start date.
- Possession will be after the property is vacated by a former tenant and is prepared for occupancy.
- A property condition inspection with a photo record is performed between tenants.
- The security deposit and any additional required deposit to be paid by cashier's check or money order **\*\*at move-in.\*\***
- Tenants must obtain a Renter's Insurance policy prior to move-in showing Wilkinson PM (6271 Franconia Road, Alexandria, VA 22310) as additional interest.