

RPM DIRECT LLC

RESIDENTIAL PROPERTY MANAGEMENT

“Ready to Rent” Policy

In order to maximize owner cash flow and minimize vacancy, our company has the following goals for tenant procurement:

1. To have a lease signed within 21 days of a property going on the market
2. To have a tenant move-in within 45 days of a property going on the market

In order to meet these goals, homes must be in “Ready to Rent” condition as defined below. **Agents will not begin marketing a home until the home meets the following criteria:**

Vacant Homes:

1. Lawn must be cut and shrubs must be trimmed and maintained in that condition throughout the listing period. During the winter months, the porch, steps, walkway and sidewalk must be free of ice or snow and maintained in that condition throughout the listing period.
2. All personal property and trash must be removed from house and garage.
3. Home must be free of insects and pests.
4. Home must be clean and ready for move in – bathrooms, floors, appliances, etc.
5. Carpets must be professionally cleaned.
6. All smoke detectors and light bulbs must be in place and operational.
7. All planned repairs must be completed. If repairs are scheduled, but not yet completed, agent will post a sign inside the home documenting what repairs are scheduled and when they will be completed.
8. All bedrooms that face the street must have blinds or other window coverings.

Tenant Occupied Properties:

1. Home will be inspected ahead of listing period so that owner and agent can be advised of any maintenance that will be required prior to new tenant occupancy. Planned maintenance will be documented in agent comments in the listing.
2. Pets will be removed or restrained per lease agreement.
3. Centralized Showing Service will be used to schedule showings in order to track any requested showing appointments that are declined by the tenant.
4. Tenant will receive written request to keep house tidy and written procedure for lockbox/showing of property.
5. If tenants are non-cooperative regarding access to or condition of home, listing may be delayed until tenants vacate at discretion of property manager.

4004 GENESEE PLACE, SUITE 113

PRINCE WILLIAM COUNTY, VA 22192

(703) 590-8109 PHONE (703) 590-9988 FAX www.RPMdirectVA.com

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Owner Occupied Properties:

For owner occupied properties, the first decision will be whether to market the property while you are still residing in the home, or to wait until it is vacant. In either case, the ready-to-rent standards listed above will apply. Agents will need to assure perspective tenants that home will be in ready-to-rent condition by the lease start date.

Our landlords are looking for tenants who are well qualified and will care for their homes. This type of tenant is typically looking for a home that shows it has already been well cared for. Our ready-to-rent standards help ensure that we are attracting well-qualified tenants and setting the expectation for how tenants should care for the home.

In the event that a home is not in ready-to-rent condition by the lease start date, the property manager will take appropriate action in order to meet the ready-to-rent conditions as defined above.

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