



PROFESSIONAL PROPERTY MANAGEMENT OF NORTHERN VIRGINIA, INC.

5105-K Backlick Road
Annandale, Virginia 22003

TEL 703-642-3010
FAX 703-642-3619 (Red)
FAX 703-256-4720 (Blue)

E-Mail ppm@ppmnva.com
www.ppmnva.com

14127 Robert Paris Court
Chantilly, Virginia 20151

TEL 703-639-1990
FAX 703-378-1414 (Green)

Welcome to PPM,

In our continuing effort to provide our owners information in a timely manner, we have a website for access to your account.

Once your account is open with PPM an email will be generated from info@ppmnva.com with the subject line "Welcome to PPM -- www.ppmnva.com" noting your log in address and password. Please check your spam file if you do not see receipt of this email.

You can view your monthly statements & paid invoices as well as lease copies, 6 month inspections etc. online at our website, www.ppmnva.com. Once logged into the website "click" on the OWNERS icon at the top of the page and then on "CLICK HERE TO LOG-IN AND VIEW YOUR STATEMENT".

Please log into your account with the information provided in the email. Please note the password is case sensitive. Be careful to properly distinguish the number zero (0) and the Capital letter O. The password can be changed after you have logged online the first time.

Statements and paid invoices are updated each month the night owner funds are transferred (usually the 10th of the month or the Friday prior if the 10th falls on a weekend or holiday) and again at month end and are available for viewing the next day. They will be accessible online for a period of 3 months. Please print anything you may want to retain for your permanent records. Leases, HOA & tax information etc are updated daily.

If you have any questions regarding the website you may contact Elizabeth Todd, PPM Accounting Dept. elizabeth.todd@ppmnva.com or 703-642-3010 x 106

We look forward to working with you.