



PROFESSIONAL PROPERTY MANAGEMENT OF NORTHERN VIRGINIA, INC.

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Chantilly, Virginia 20151

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

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

Finding Your Own Tenant

For owners who wish to market their properties themselves, here is some information that will help make the process go smoother for you, the applicants and PPM.

Some of the most popular ways owners market their property is by using online sites such as Craigslist.com or Militarybyowner.com. In addition, others have access to the State Department, World Bank & IMF websites or through other business/professional websites.

If the owner is still living in the home – 25% fee to PPM:

All prospective tenants should contact you directly to schedule showings of the home. Most of the time, prospective tenants are acting without an agent, but we recommend asking if they are currently working with an agent. If they are, the agent may expect a commission regardless of the tenants finding the home themselves.

Potential tenants who contact you and are interested in submitting an application can download a rental application from our website: www.ppmnva.com. We also recommend that you print several copies to keep at home for prospects. If you or an applicant has any questions about the application or process, please have them contact either **Joanne Darling** of the BLUE team at (joanne.darling@ppmnva.com) 703-642-3010 x 104 or **Chris Riggs** of the RED team at (chris@ppmnva.com) 703-642-3010 x 116. or **Nancy Pinson** of the GREEN team at (nancy@ppmnva.com) 703-639-1990 x 205. We have several departments at PPM with individual extensions, including a hotline for possible customers to call PPM for information on our listings. By contacting **Joanne**, **Chris** or **Nancy** directly, your applicants will not be sent to the agents who show homes for PPM. This can cause confusion for the applicants who might think these agents work for PPM.

The processing fee for the application is \$50 per individual or \$50 for a married couple. The applications may be faxed or emailed to PPM along with a copy of two checks, one for the processing fee (\$50), and the other for the security deposit, usually equal to one month's rent. The applications can be emailed to either **Joanne**, or **Chris**, or **Nancy** or faxed to the Annandale Leasing Office at 703-642-3619 or to Nancy in Chantilly at 703-378-1414. Please make sure as much information as possible is included on the application to minimize processing time. Pay stubs, W-2's and/or leave and earnings statements, and contact information for employers and landlords, greatly help cut down on the processing time.

If the owner is not residing in the home:

If you are not residing in your home, the major concern will be how to show the home to prospective tenants. We recommend asking prospects if they are working with a Realtor because the Realtor may expect to receive a commission if they show the property. If you find your own tenant(s), arranging for the prospects to see the property will be your responsibility. If you find the tenant, arrange to show the property and your prospect submits an application, PPM will follow through on the rest of the process. The fee for this service will be 25% of a month's rent assuming the applicant is approved and signs a lease. If a tenant is occupying the property, (contact Joanne, or Chris, or Nancy for the tenant's contact information) you can coordinate with them to let prospects in to see the property. If the property is vacant, you will need to make whatever arrangements are necessary to show the property. If you need PPM to make arrangements to get the prospect in the home, without us or another agent actually showing the home, the leasing commission will be 45% of a month's rent. If PPM lists and markets the property at any time and you eventually find the tenant the fee will be 45%.

If PPM or another agent shows the property to a lead you have generated, you will still be obligated to pay 90% of a month's rent as noted in the PM Agreement.

Please have any potential renters who you refer to PPM call or email **Joanne, Chris** or **Nancy** or contact Howard Beiles (howard@ppmnva.com) at 703-642-3010 x 103. Please make sure to tell your prospects to only speak to one of the aforementioned people for the most efficient handling of their application.

BLUE TEAM

Annandale
Burke
Dunn Loring
Fairfax
Fairfax Station
Falls Church
McLean
Oakton
Springfield
Vienna

RED TEAM

Alexandria
Arlington
Lake Ridge
Lorton
Montclair
Occoquan
DC
Woodbridge

GREEN TEAM

Ashburn/Broadlands
Bristow
Centreville
Chantilly
Clifton
Fairfax **22033**
Gainesville
Great Falls
Haymarket
Herndon
Leesburg
Manassas
Oakhill
Reston
Stone Ridge
South Riding
Sterling/Potomac Falls