



HOW TO RENT ONE OF OUR PROPERTIES

Step One:

Read the Property Listing

- It's important to know what is and what is not included with the property.

Review our Criteria and a Sample Lease:

- We want you to self-evaluate whether it's worth your time to apply and to be comfortable with the future lease you could be signing.
- You can request our sample lease via email at info@plexmanagement.com

Drive by the Property – Do not disturb any current residents:

- We want you to like the neighborhood you might be moving to!

Request a Tour of the Property:

- The preferred method to request a showing is via email.
- Most of our properties participate in a virtual self-showing program. To view a property simply call the number on the yard sign, enter the code on the property sign and follow the preceding steps from the virtual attendant.
- It is our preference that every applicant over the age of 18 tours the property prior to submitting an application to rent.

Step Two:

Submit an Application to Rent:

- All of our applications are done online, please go to plexpropertymanagement.com/available-properties and select the property you wish to apply for.
- Payment for the \$55.00 application fee is NON-REFUNDABLE as our screening is done off premises via a third party.

Supporting Documents:

- All supporting documents to an application can be submitted via email to info@plexmanagement.com
- The required supporting documents to be sent will be Proof of Income, Identification, and any additional information requested by either the owner or Plex Management.

Screening Request:

- Once your application is submitted and you have paid the application fee, Plex Management will submit a request for screening via our property management software Appfolio which is powered by Experian credit data.
- We will process your application with the request of a screening report from the software noted above.
- Screening results and recommendations are generated from 3rd party companies.

Step Three:

Approved or Denied?

- You will hear from us whether your application is approved or denied.
- Throughout this process at any time we may request additional information to process an application.

FAQ:

Time for Completion

- Once your screening request is submitted. Please allow 24-48 hours for the processing of an application (additional time may be needed during the busy season or if references do not return calls quickly)

Multiple Applications

- We may receive multiple applications for this property. We do not necessarily select the first application submitted. Selection of a resident is based upon better credit history, rental references, proof of income, number of pets if allowed, and a move-in date. None of which are addressed in a precedented order.
 - If your application was in good standing, but another application was stronger, you can apply your application towards any of our other properties for 30 days free of charge. (you will still need to attend a showing.)
 - If you are offered to rent another property, you will need to turn in a Holding Deposit within 48 hours to secure it. This is typically in the amount of one-months' rent, however, this is property specific.

Can I receive a copy of the applicant screening report?

- Yes, you have the right to receive a copy of your screening report. The applicant can email consumer.relations@appfolio.com to request a copy.