



Priority Property Management LLC (PPM) - A full-service rental management firm serving the valley since 2011 as a sister company of Kline May Realty. We value building relationships on trust, communication, and mutual respect.

GENERAL REQUIREMENTS & APPLICATION PROCESS

If you have any reason for concern about the Rental Criteria & Lease Qualifications, view our full screening requirements at <http://www.choosepriority.com/rental-application-process.html>. Then read below to make sure you prepare all necessary documentation and payment.

- 1. Each resident 18 & older is required to apply as applicant (or co-applicant) and provide all requirements listed below:**
 - a. Application Fee: \$45 per Applicant. *Payment Accepted: Money Order, Cashier's Check, Debit/Credit Card. NO cash or personal checks accepted. Fees are used to obtain consumer credit and criminal reports, as well as for additional background screening. Application fees are not refundable.*
 - b. Scan, fax, or clear photo of last 2 months pay stubs/bank statements/latest tax return/Etc. Include proof of any and all sources of available income used to pay rent.
 - c. Scan or clear photo of driver's license or any government issue ID with address.
 - d. Scan or clear recent picture of owner with pet(s) (if applicable)
 - e. Fax, scan or photo of Signed Landlord Reference Request Form. *Please notify listed reference to expect contact from the PPM screening team.*

- 2. How do I apply and provide documentation/fees?**
 - a. You are encouraged to apply on-line here: <http://www.choosepriority.com/rentals.html>
 - b. Attach photos or scans to Email: applications@choosepriority.com
 - c. Priority Property Management LLC, 737 E. Market Street, Harrisonburg, VA 22801
 - d. Fax: (540) 908-3633

- 3. Everything submitted?**
 - a. Application processing **will only** begin upon receipt of application fees.
 - b. Upon receipt of application documents and fees, PPM LLC will commence verifying and screening: (1) Credit Report; (2) Eviction History; (3) Household Income; (4) Previous Landlords and Addresses; & (5) Criminal Background.
 - c. Expect up to the end of the 2nd full business day for completion of application processing.
 - d. If we are unable to receive the necessary third party verifications, our screening team will complete processing with that information as unverifiable.
 - e. PPM LLC reserves the right to move forward with other applicants during your application processing period if they are approved. PPM LLC is unable to hold properties without management approval and submitted deposit.

- 4. What next?**
 - a. Lease documents and instructions will be emailed to chosen applicant for review.
 - b. Standard signed rental agreements and security deposits must be received within two (2) business days from when agent notifies applicant of approval. You may notify agent if any extenuating circumstances exist. Applicant may return signed forms by email/fax if desired, but initial deposits have to be physically submitted.



Applications@ChoosePriority.com
or 540-578-4974

Leasing Office Hours

Office Lobby open by
scheduled appointment
only.

Tenant Application Form

APPLICATION INSTRUCTIONS - PLEASE REVIEW BEFORE SUBMITTING.

For any questions on process or procedure, review the [Rental Criteria and Lease Qualifications](#) along with FAQs found on the [Rental Application Process](#) page. Applicants are encouraged to apply online. Applications may also be submitted by fax, email, mail, or placed in the Rent Drop slot in our office entrance. Our lobby is only open by scheduled appointment.

What Will You Screen?

Upon receipt of application documents and fees, PPM LLC will commence screening the following (1) Credit Report; (2) Eviction History; (3) Household Income; (4) Prior Residence History and References; and (5) Criminal Background.

Who needs to Apply and What is Necessary?

Each resident 18 & older is required to apply as applicant (or co-applicant) and provide all information and documentation listed here.

Please review and prepare the requirements before applying. Copies, Scans or Photos are sufficient for most documents.

- Application Fee: \$45/applicant (includes \$3 credit card processing fee). Total fees and checkout options will be listed on next pages. Application fee is non-refundable. Payment options: Credit/Debit Card/Money Order. (No Cash or Personal Checks accepted).
- Last 2 months of pay stubs for all household income considered. Other income verification may be accepted including bank statements, tax return, offer letter, SSI letter, etc.
- Driver's License or other governmental ID with address.
- Tenant(s) signed [Landlord Reference Request](#) release form. (Please notify listed references to expect contact from PPM LLC.)
- Recent photo of pet owner with pet(s), if applicable.

Everything Submitted?

Submit all necessary documentation to applications@choosepriority.com or fax to (540) 908-3633. Not all fields may apply, but NOTE that certain fields are required! If landlord info is not applicable, please enter contact info into designated fields for residence verification and/or set your rental price as \$2.00.

Our screening team will contact applicant(s) ASAP (but within business hours) to confirm receipt. If PPM LLC has not received all applicable documentation by end of the second full business day after submission, screeners will close out the application and make a determination based upon received information. PPM LLC reserves the right to move forward with other applicants during your application processing period if they have submitted all the requested documents and are approved. PPM LLC is unable to hold properties without management approval and submitted deposit.

When and Will I Be Notified?

Applicant(s) will be notified ASAP after the 2nd business day about approval or denial. Lease documents and instructions will be emailed if applicant is approved and an appointment is scheduled for completion. Adverse Action Letter will be sent to any denied applicants. Signed rental agreements and security deposits must be received within the designated time period from when agent notifies applicant of approval, unless conditions allow for an exception. Please contact the Agent if you still have questions.

No Property selected...

Application Service Fee: \$ 3.00

Application Fee: For Applicant/Co-applicant: \$ 42.00 For Other: \$ 42.00 For Guarantor: \$ 42.00

* Required Fields

Primary Applicant Personal Information

First Name *
Full Middle Name *
Last Name *
Suffix
Maiden Name
Driver License #
Driver License State

SSN/SIN *
Date of Birth *
Home Phone *
Mobile Phone
Email *
Do you or any of the other prospective tenant(s) smoke? *
If YES, Where do they smoke? *

Current Residence

Current Address *
Address Cont.
City *
State / Province *
Zip / Postal Code *
County
Country *
Rent or Own? *
Landlord/Manager Name *
Landlord/Manager Email *
Landlord/Manager Phone *
Rent Amount *
Rent Period *
At this address since? *

Prior Residence

Prior Address *
Address Cont.
City *
State / Province *
Zip / Postal Code *
County
Country *
Rent or Own? *
Landlord/Manager Name *
Landlord/Manager Email *
Landlord/Manager Phone *
Rent Amount *
Rent Period *
Move In Date *
Move Out Date *

Income

Source *	Occupation *	Contact For Verification *	Phone Number *	Monthly Gross Income *	Employment Start Date *	Employment End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Animals

Name * **Type ***
Breed * **Color ***
Weight * **Age ***
Gender * **Neutered? *** Yes No
Declawed? * Yes No **Rabies shot current? *** Yes No
Assistance Animal? * Yes No **Where is this pet kept? ***

Vehicles

Type * Make *
 Model * Color *
 Year * License Plate Number *
 State Registered *

Background

Reference #1 Name Reference #1 Phone
 Reference #2 Name Reference #2 Phone

CoApplicant Personal Information

First Name * SSN/SIN *
 Full Middle Name * Date of Birth *
 Last Name * Home Phone *
 Suffix Mobile Phone
 Maiden Name Email *
 Driver License # Do you or any of the other prospective tenant(s) smoke? *
 Driver License State If YES, Where do they smoke? *

Current Residence

Current Address *
 Address Cont.
 City *
 State / Province *
 Zip / Postal Code *
 County
 Country *
 Rent or Own? *
 Landlord/Manager Name *
 Landlord/Manager Email *
 Landlord/Manager Phone *
 Rent Amount *
 Rent Period *
 At this address since? *

Prior Residence

Prior Address *
 Address Cont.
 City *
 State / Province *
 Zip / Postal Code *
 County
 Country *
 Rent or Own? *
 Landlord/Manager Name *
 Landlord/Manager Email *
 Landlord/Manager Phone *
 Rent Amount *
 Rent Period *
 Move In Date *
 Move Out Date *

Income

Source *	Occupation *	Contact For Verification *	Phone Number *	Monthly Gross Income *	Employment Start Date *	Employment End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Animals

Name *	<input type="text"/>	Type *	<input type="text"/>
Breed *	<input type="text"/>	Color *	<input type="text"/>
Weight *	<input type="text"/>	Age *	<input type="text"/>
Gender *	<input type="text"/>	Neutered? *	<input type="checkbox"/> Yes <input type="checkbox"/> No
Declawed? *	<input type="checkbox"/> Yes <input type="checkbox"/> No	Rabies shot current? *	<input type="checkbox"/> Yes <input type="checkbox"/> No
Assistance Animal? *	<input type="checkbox"/> Yes <input type="checkbox"/> No	Where is this pet kept? *	<input type="text"/>

Vehicles

Type *	<input type="text"/>	Make *	<input type="text"/>
Model *	<input type="text"/>	Color *	<input type="text"/>
Year *	<input type="text"/>	License Plate Number *	<input type="text"/>
State Registered *	<input type="text"/>		

Background

Reference #1 Name	<input type="text"/>	Reference #1 Phone	<input type="text"/>
Reference #2 Name	<input type="text"/>	Reference #2 Phone	<input type="text"/>

Guarantor Personal Information

First Name *
Full Middle Name *
Last Name *
Suffix
Maiden Name
Driver License #
Driver License State

SSN/SIN *
Date of Birth *
Home Phone *
Mobile Phone
Email *
Do you or any of the other prospective tenant(s) smoke? *
If YES, Where do they smoke? *

Current Residence

Current Address *
Address Cont.
City *
State / Province *
Zip / Postal Code *
County
Country *
Rent or Own? *
Landlord/Manager Name *
Landlord/Manager Email *
Landlord/Manager Phone *
Rent Amount *
Rent Period *
At this address since? *

Prior Residence

Prior Address *
Address Cont.
City *
State / Province *
Zip / Postal Code *
County
Country *
Rent or Own? *
Landlord/Manager Name *
Landlord/Manager Email *
Landlord/Manager Phone *
Rent Amount *
Rent Period *
Move In Date *
Move Out Date *

Income

Source *	Occupation *	Contact For Verification *	Phone Number *	Monthly Gross Income *	Employment Start Date *	Employment End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Background

Reference #1 Name Reference #1 Phone
Reference #2 Name Reference #2 Phone

Other Information

Agent Referral

How did you hear about us?

Names of All Occupants Under 18 *

Total Number of Occupants *

What specific address are you applying for?

Who do you designate to care for your pet in the event you cannot be reached? *

Legal

I have read, agree and affirm that all of my statements and information provided in this application are true and complete. I acknowledge that false, undisclosed, incomplete or misleading information herein may constitute grounds for rejection of this application, termination of right of occupancy of all residents and occupants under a lease and/or forfeiture of deposits and fees, and may constitute a criminal offense under the laws of this state.

I understand that this application is preliminary only and does not bind you to execute a Lease or to deliver possession of the premises to me. I authorize you to contact any landlord contacts and references listed above and to obtain consumer reports, which may include credit, rental payment and/or eviction history and criminal background information about me and in order to verify the above information. I understand that as my prospective landlord, any co-applicants, occupants, or guarantors that may be added to this application may need to consent to and successfully pass consumer background screening reports.

By submitting this application the unrepresented party(ies) do hereby acknowledge disclosure that the licensee associated with Priority Property Management LLC represents only the Landlord in a real estate transaction.

By agreeing, I authorize you to obtain subsequent consumer reports, including credit reports, to ensure that I continue to satisfy the terms of my tenancy, for the collection and recovery of any financial obligations relating to my tenancy, or for any other permissible purpose. Further, if I have included information on co-applicants, other adult household members, and/or guarantors on this application, I affirm that those individuals have knowledge of their inclusion on this application and expressly authorize you to obtain subsequent consumer reports, including credit reports. I understand that you may report all positive and negative rental payment history to consumer reporting agencies who track this information for landlords, mortgage companies and other creditors. I and all occupants or guarantors hereby release from all liability or responsibility all persons and corporations requesting or supplying such information.

- * By checking this box and clicking Next, I acknowledge that I have read and agree to all of the above terms and this [Arbitration Agreement and Class Action Waiver](#).
- Request copy of screening report

All Applicants, co-applicants and guarantors (if any) must sign below:

.....
Printed Name	Signature	Date
.....

Printed Name

Signature

Date

.....
Printed Name

.....
Signature

.....
Date

.....
Printed Name

.....
Signature

.....
Date



(Office) 540.578.4974
 (fax) 540.908.3633
 contact@ChoosePriority.com
 www.ChoosePriority.com

LANDLORD REFERENCE REQUEST FORM

TENANT'S AUTHORIZATION PURSUANT TO VIRGINIA CODE 55-248.9:1

I authorize the free and complete release of all information about my tenancy at ANY rental unit, and agree to hold harmless anyone who so responds in good faith. A copy/fax of this authorization shall be accepted as if original.

Name of Applicant	Signature of Applicant	Date
Name of Applicant	Signature of Applicant	Date

Hello Management/Landlord;
 The Tenant(s) named above have applied with PPM for a rental unit and have authorized disclosure of information. We understand you have previously rented or are currently) renting to them at: _____

Please furnish the following information as applicable and return by fax, email, mail or in person. We cannot consider this form valid if delivered by the tenants themselves.

1. When did the Tenant rent from you? From _____ To _____
2. Rent amount during last month of tenancy? _____ Were any utilities included? _____
3. Rent was received more than 5 days late _____ times (Please indicate 0 or number of times) _____
4. Any property damages or lease violations at any time during tenancy? **Yes No** If yes, for what reason(s)? _____
5. Did/will the Tenant receive the full security deposit refund? **Yes No N/A (Pending Move-Out)**
6. Have you ever received any complaints from neighbors of Tenant? **Yes No** If yes, what kind? _____
7. Has Tenant completed the lease term? **Yes No** Given official notice? **Yes No**
8. Was Tenant asked to vacate by Landlord, Agent, or Court Order? **Yes No** If yes, for what reasons(s)? _____
9. Is Tenant current with all lease payments and any outstanding fees? **Yes No**
10. Are you related to Tenant by family or marriage? **Yes No**
11. Did/Does Tenant(s) have any pets? **Yes No** How many & what kind/size? _____
12. Would you lease to Tenant again? **Yes No**
13. Add any more comments or concerns: _____

 Signed by Authorized Manager, Landlord, or Agent Responding

 Print Name Date