

STEPS TO RENTING

Thank you for reviewing our rental listings. Rental Applications are completed online at www.penppm.com and payment is made directly on the website with credit, debit or ACH or at PPM office located at 1010 Sylvan Way, Bremerton, WA 98310 with cash, check, money order, or cashier check. The following guidelines and procedures are designed to make your rental search more enjoyable. We hope that one of our properties will be your next home.

VIEWING PROPERTIES: It is recommended that you drive by the property (or properties) that you are interested in to see the neighborhood and inspect the condition of the rental property to make sure it meets your standard. Should the property interest you, an appointment can be scheduled with Tenant Turner [HERE](#). A photo ID is required to view any property and must be uploaded prior to acceptance of a viewing.

APPOINTMENT: Most Appointments are available Monday-Friday 9am-5pm. After hours and weekend appointments are at the leasing agents' discretion. Please be on time for your appointment as our staff will only wait 15 minutes past your scheduled time. The leasing agent will be able to answer your questions concerning the property and will provide you a copy of our policies. Applications must be completed online at www.harcourtspp.com.

APPLYING: Applications are completed online at www.harcourtspp.com. The Application must be completely filled out and paid before they will be processed. Each Adult applicant must fill out a separate application, provide a current photo ID and paystub (or other approved proof of income) to ensure we received complete background information.

FEES: A Non Refundable Application Fee of \$50.00 per adult applicant must be paid by Credit/debit card, cashiers/certified check, or money order. It will not be processed until the fee is received. Please make payment out to Harcourts Peninsula Properties.

PROCESSING: Applications are processed in the order in which they are received. To determine qualification for the property the following is reviewed: Verifiable present and past landlord history LandlordV; a satisfactory credit report; verifiable income and a criminal background check, and PetScreening. If more than one application is submitted for the same property the landlord will make the final approval decision. Qualifications for properties may vary dependent on the individual property owner's instructions. Once Approval has been given, you have 48 (forty-eight) hours to pay the holding deposit and 14 (fourteen) days to commence a lease and pay rent.

APPROVAL: After a Notice of Acceptance has been given any other Applications on the same property will be held until the holding deposit of the first is obtained. Money order or cashier check ONLY for payment of deposits. No personal checks will be accepted. At the time your deposit is paid, the property manager will prepare for you to sign your rental agreement electronically and pay the first month's pro-rated rents and monies owed. The lease must be started within 14 days of Notice of Acceptance. The first month's rent shall be paid with a check, cashier check or money order. Proof of Utility transfer must be provided prior to key transfer. If no deposit has been received within 48 hours of Notice of Acceptance, the property will return to an available status and any other applications on file will be considered.

All rents are due on the first day of each month by money order or check. No cash is accepted due to security reasons.

CONDITION: We believe we have a normal standard in the preparation of rental units, but our standards may or may not be equivalent to your standards. Any request to make changes in the current condition of the property or terms of the rental agreement must be in writing at the time of application and included on the rental agreement.

PETS/ANIMALS: HPP has a set Pet/Animal Policy; however the individual Owners of the property decide whether they are willing to allow pets, the type of pet, the size of pet, and the number of pets/animals. All pets/animals must be screened at www.petscreening.com and a possible \$100 non refundable pet fee paid. Once the screening process has been completed and your pet/animal is approved, an additional security deposit of \$600 per pet will be assessed. Please review our full Pet/Animal Policy online [PET POLICY](#). Some breeds of animals are not allowed.

FEDERAL FAIR HOUSING: All HPP properties offered are subject to Federal Fair Housing Act which makes it illegal to advertise any preference, limitation, or discrimination based on race, color, religion, sex, country of natural origin, handicap, familial status, or any intention to make such preference, limitation or discrimination. We are regularly trained and educated on the latest local, state, and federal regulations pertaining to rental properties. HPP complies with the Military Clause for members of the armed forces. This does not include employees of the federal government or contractor entities.