

HESS & MILLER INC.
GENERAL POLICIES FOR RENTALS
(POLICIES VARY FROM PROPERTY TO PROPERTY)

OCCUPANCY--Single Family Units

SINGLE FAMILY HOUSEHOLDS, which include the following:

- Single person or married couple including their minor children; natural born, adopted, or children under their legal custody.
- Single person or married couple including parents or grandparents living with them.
- Single person or married couple with grandchildren living with them.
- Adult siblings.

GROUPS, which include the following

- Those not meeting the definitions stated above for single-family households.
- Student housing.
- Unrelated individuals leasing together.
- Groups must be of the same sex.

OCCUPANCY ALLOWANCES PER UNIT

SINGLE FAMILY HOUSEHOLDS

- Normally 2 persons per bedroom for married couple or single person with minor children. Less may be allowed in very small bedrooms. More may be allowed in unusually large bedrooms.
- Adults other than one married couple- No more than one per bedroom.

GROUPS

- Some owners may not rent to groups
- Some owners will rent to some groups but not to students
- Check with the Office Manager or Rental Manager
No more than one person per bedroom.
Some owners may restrict their units to smaller groups.

Pets

- Pet policies vary from property to property. Check with us regarding the pet policy for the property on which you are checking. None are allowed unless written permission is given. "Service Animals", such as a guiding eye dog for a blind resident, is allowed in any unit.
- The following dogs are not allowed under any circumstances:
Chow, Dalmatian, German Shepherd, Pit Bull & Rotweiler.

APPLICATIONS

All applicants are required to fill out an application form including the following.

- Each applicant's employment, income and housing history.
- Information must be given on landlords, credit references and personal references to facilitate a check of these references by the Property Manager.
- An application is required for adults living in the unit, even if not signing the lease.
- Identification card with photo
- Non-Refundable \$20 processing fee per adult applicant.
- Normally a minimum of last 2 years employment and rental history is required.

POLICY ON NON-DISCRIMINATION

We abide by all Federal and State (Virginia) discrimination laws. All applicants will be considered regardless of race, color, religion, national origin, sex, elderliness (55 or older) , familial status (person with children under 18 years of age) or handicap.

QUALIFYING GUIDELINES

INCOME

- The rent should not be more than 30% of applicant's monthly income.
- Total monthly payments including rent should not be more than 40% of applicant's monthly income.
- Other factors including past credit and rental history may change these ratios.
- If self-employed- please provide last 2 years Federal Tax Returns

CREDIT

- Applicant should have a good credit history. Any credit problems must be fully explained to the satisfaction of the rental manager.

CARE OF PROPERTY

- Property must be maintained in a good condition.
- Property must be kept clean and in a presentable condition both inside and outside.

GOOD NEIGHBORS

- No illegal activity or no activity that is disturbing to the neighbors such as excessive noise shall be permitted.

TRANSLATORS

- Hess & Miller does not have the capabilities to understand the many different languages used by the people with whom we deal. We are concerned that all understand the agreements which they sign and that we are able to properly communicate with them. Therefore for those that have problems with the English language, we require a Translator go over the lease with the tenant and both sign a statement that tenant understands the agreement. Translator agrees to continue to be available to assist in communications between the parties to the lease.

SECURITY DEPOSITS

- A security deposit is due upon signing of the lease.

PARKING

- The number of vehicles that are allowed at some units are restricted.
- All vehicles and trailers must have current tags

ADDITIONAL INFORMATION- For additional information call HESS & MILLER (540) 434-7383.

NOTICE:

- **AGENCY DISCLOSURE** - This is to disclose to you that HESS & MILLER INC., it's employees and salespersons, work as agent for and represent the landlord/owner
- Any false or misleading information on the application gives Hess & Miller the option to cancel the Lease.

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