



Rental Application Instructions

Thank you for your interest in one of our Rental Listings. The following steps will need to be completed for us to process your application. Applications will not be processed until all steps are completed. You must view the property before applying.

- 1) **Rental Application** - Complete required areas of the online application. Incomplete applications will not be considered. All occupants/applicants 18 years of age or older must apply. For paper based applicants, you may stop by the office to turn in your application with your checks and supporting documentation. Or, you may email your application to Info@potomacmanagementgroup.com. If you choose to email your application you must drop off checks in person at our office or arrange to meet with one of our Agents
- 2) **Application Fee & Application Deposit** - Once the application is completed, the Application fee and Application Deposit must be paid. Payment can be hand delivered to our office or paid online via PayPal (application fee only) before we will process the application. The application fee is \$50 per applicant. Application deposit is equal to one month's rent. All occupants over the age of 18 must fill out an application and pay the application fee. Married couples can share an application, but are considered two applicants and must pay \$100. Application fee is non-refundable. Application deposit is refundable if the application is denied or becomes the first full month's rent if accepted.

Application fee must be made out to Potomac Management Group
Application deposit must be made out to Samson Properties
- 3) **Identify & Income Verification** - We will also need a copy of your driver's license and two (2) pay stubs emailed or delivered with your application & checks. If you are self-employed, we will need two (2) years of tax returns to validate your income. We will be calling to check rental references listed on your application.
- 4) Processing time is usually 2-3 business days and any applications received during that time will be considered. Please call our office with any questions and speak to one of our staff member. They may be reached at the information provided below.

Applicant shall execute the lease within 48 hours of receipt.

Applications and Checks may be dropped off at:

Potomac Management Group

1208 9th St NW

Washington, DC 20001

Phone (202) 688-1592

Info@potomacmanagementgroup.com