

# **RENTAL PROCESS, PROCEDURES AND CHECK LIST FOR REAL ESTATE PROFESSIONALS**

## **PPS Will Hold an Apartment Off the Market With the Following:**

1. Minimum of one month's rent deposit
2. Original application for each tenant - do not provide more than one original
3. Lease Packet including:
  - a. PPS Standard Lease - do not modify
  - b. PPS Addendum - do not modify
  - c. Apartment Condition Statement Form - signed by the tenant(s)
  - d. Tenant Contact Info Form
  - e. Mold Addendum
  - f. Lead Paint Rider
  - g. Condo Addendum, if applicable
4. Photo copy of ID(s)
5. Please enclose all materials in a manila folder with the address on the tab
6. Please put all new deals and follow up paper work in the hands of Steven Schlom, unless told otherwise

## **IMPORTANT INFO ABOUT PAPERWORK:**

1. DO NOT staple any paperwork - paperwork must be paper clipped
2. DO NOT print double sided leases
3. Leases must be printed on regular copy paper
4. Lease MUST be PPS Standard Lease and all forms must be included in package
5. DO NOT handwrite lease – all leases must be typed
6. Dates on lease MUST be correct – please make sure that the lease dates have been updated accordingly
7. All lease forms must be separate individual pages – please make sure that the pages do not run together or continue onto another page.

## **To Complete a Deal You Must Provide the Following Within 60 Days of Acceptance:**

1. All payments made in full (first, last, security) to “Premier Property Solutions, LLC”
2. Co-signer form for each tenant - you can use your own
3. Credit reports for each tenant and co-signer
4. Please put all follow up paper work in the hands of Steven Schlom, unless told otherwise

**Important Lease Term Information:**

1. **All September 1<sup>st</sup> leases start on September 1 and end on August 30**
2. Lessor is as follows:  
Premier Property Solutions, LLC, as agent for owner  
311 Summer Street, Suite 200  
Boston, MA 02210  
617.345.0045
3. On the first page of lease under Maintenance, please fill in with “same”
4. Do not ever include anything under the Additional Provisions unless specifically authorized in writing by Steven Schlom
5. Rent and Security Deposit Receipt needs to be completed with the following information contained on the form:
  - a. Lessor and Lessors agent:  
Premier Property Solutions, LLC  
311 Summer Street  
Boston, MA 02210  
617.345.0045
  - b. Citibank:  
800 Boylston Street  
Boston, MA 02199  
Acct#1255386675
6. Students are ok with guarantor form(s) and security deposit of one month rent
7. Small dogs under 20 pounds are ok in most cases with a full month security deposit, however, it's a unit by unit decision; please contact Steven Schlom
8. All checks made payable to “Premier Property Solutions, LLC” need to be either company check or bank check with the unit address listed in the memo field
9. For all 9/1 move-ins, it's our policy when the deal is 100% done and all deposits have been submitted and cleared to put the new tenants in touch with the old tenants to arrange for a key handoff

**Contact Information:**

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