

Standard Policies

Listed below are the "Standard Policies" practiced by Berkeley Realty Property Management, Inc. in its association with all parties interested in rental properties.

1. Berkeley Realty Property Management, Inc. adheres to all Federal Fair Housing guidelines. We offer properties without regard to race, color, religion, national origin, elderliness, familial status, handicap, and sex as well as all classes protected by the Commonwealth of Virginia and applicable local jurisdictions.
2. **LANDLORD AND TENANT CONFIRM THAT IN CONNECTION WITH THIS TRANSACTION, THE LISTING BROKER AND THE LEASING BROKER, AND THEIR SALESPERSONS, HAVE ACTED ON BEHALF OF THE LANDLORD AS THE REPRESENTATIVE OF THE LANDLORD.**
3. The City of Williamsburg and James City County have local ordinances prohibiting more than three (3) non-related adults from sharing a single-family dwelling.
4. All parties interested in leasing a property are required to complete a standard lease application form. Any occupant 18 years old and over will be considered an applicant and must submit a credit application. All applicants are charged a \$50.00 non-refundable fee for a credit report. Each situation is evaluated individually; however, outstanding judgments, a history of not paying rent, an eviction or a criminal conviction may hinder the acceptance of an application. In addition, each household is required to have a gross monthly income that equals or exceeds 3 times the monthly rent. Please provide proof of income/funds with completed application in the form of paycheck stubs, tax returns, and/or bank statements. Self employed applicants must provide their most recent tax return and three months of bank statements. Credit reports submitted by applicants will not be accepted. A deposit must accompany the application to secure the property and will become the security deposit provided in the Lease Agreement upon the commencement of the Lease term. The minimum required deposit would be equal to one month's rent.

5. If pets are allowed, the minimum deposit and fee are as follows: \$300.00 deposit for one pet and \$200 for an additional pet(s). In addition to the pet deposit there will also be a \$150.00 non-refundable pet fee due at the time of execution of the Lease Agreement. At the owner's discretion there may be a minimum pet rent of \$25.00 per pet. Rottweiler, Pit Bull-type, German Shepherd, Doberman, or any dog that qualifies as a "dangerous dog" as defined in 3.1-796.93:1 of the Code of Virginia, as well as any unusual house pets, is prohibited. If you have a pet, you will need to provide a photo of your pet and proof of rabies vaccination.
6. Berkeley Realty Property Management, Inc. prefers all fees, deposits, and rents to be paid by personal checks, travelers check, certified checks or money orders. Security deposits and first month's rent are to be paid before keys are provided. There is a \$50.00 bank fee and \$50 administrative fee for processing a returned check for any reason.
7. An Administrative Charge of \$50.00 will be charged for any administrative work that is required for tenant requested lease changes, written notification of lease violations and filing for any legal actions for non-payment of rent.
8. Smoking inside any of our properties is prohibited.