

Working With RPM As A Listing Agent

Some basic instructions for working with RPM when you are the listing agent...

1) When you are posting your listing in MRIS:

- a) Be sure to input "Richey Property Management" as the Property Manager with phone number (703) 463-9715.
- b) Input an Application Fee of \$50.00 per adult. In the instructions ask that they only use our application, and tell them it is available on the "Apply Now" section of the MRIS listing. We use the NVAR application form plus an added waiver. It is more complete than other application forms.
- c) Upload the file "RPM Rental Application & Instructions.pdf" to the "Documents Manager" section of the listing in MRIS Keystone or direct them to our website www.richeypm.com.

2) When you have an application:

- a) Be sure that ALL adults are on the application(s) and have paid the fee. Yes, even grandma or the college age kid has to complete an application if they will stay at the property.
- b) Get the interested agent to bring the application to RPM for processing. We will complete it faster and give the owner better reporting of the results than other providers.
- c) **Be sure we get the checks**-We will not process until we receive the checks.

Applications and Checks may be sent to:

Richey Property Management, LLC
11870 Sunrise Valley Drive, #201
Reston, VA 20191
listings@richeypm.com
(703) 463-9715 office

Thank You!