



PROPERTY MANAGEMENT **CONNECTION**

Lease Violation Policy

(Updated January 13th, 2021)

At PMC, we strive to offer excellent properties that tenant(s) enjoy living in. Prior to tenant(s) taking possession of a property, they must read and sign the PMC lease agreement. The lease outlines the responsibilities the tenant(s) has in maintaining the condition of the property, but if tenant(s) fail to do so, that appropriate fines will be charged.

PMC Lease Violation Procedure

- Our staff will notify the tenant(s) via email and certified mail of a lease violation.
- The tenant(s) will have 4 days from receiving the Notice of Lease Violation to appeal. If we do not receive a completed Lease Violation Appeal Form within 4 days from the notice being served, our office will consider that as forfeiture of your right to appeal, any legal proceedings will move forward, and the applicable charges will remain on your account.
- If tenant(s) do not appeal the lease violation, all items listed on the Notice of Lease Violation are required to be completed in 7 days.
- 8-days from the Lease Violation Notice being served, a member of our staff will visit the property to ensure all items were completed.

Appealing a Lease Violation

- If our office does receive a completed Lease Violation Appeal form within 4 days of serving notice, our staff will review all information submitted on the form and determine if the tenant(s) is in violation of their lease.
- Our office will communicate if the appeal has been granted or denied, and the appropriate next steps for the tenant(s) to take.

Fees

Exhibit B in the PMC Lease Agreement will contain a list of all the applicable fees tenant(s) would be charged in event of violating their lease.

90-Day Lease Violation Policy

If the tenant(s) has more than 3 lease violations in a 90-day period, PMC will move them to the eviction process. PMC will notify the tenant(s) at that time they are being turned over to an eviction attorney, all communication about fees and the eviction must be handled between the tenant(s) and eviction attorney.

General Notes

If a home is occupied by roommates, the roommates have “joint and severe liability.” Therefore, if one roommate is responsible for the lease violation, it is the responsibility of any other roommates to correct it in the 7-day timeline.