

# **RENTAL APPLICATION FAIRNESS ACT**

## **HB 19-1106 COMPLIANCE:**

EFFECTIVE AUGUST 2, 2019

AT PROGRESSIVE PROPERTY GROUP, THE \$55 APPLICATION FEE COLLECTED FROM EACH APPLICANT GOES DIRECTLY TOWARDS COVERING THE COMPANY'S ACTUAL COSTS ASSOCIATED WITH PROCESSING AN APPLICATION. THESE COSTS INCLUDE, BUT ARE NOT LIMITED TO: NECESSARY HARDWARE, SOFTWARE, BASIC PROGRAMS AND PROVIDER SERVICES, HOURLY LABOR COSTS, AND OFFICE SUPPLIES.

HARDWARE COSTS INCLUDE NECESSARY EQUIPMENT FOR STAFF WHO PROCESS APPLICATION(S)- SUCH AS: DESKS, COMPUTERS, KEYBOARD, CHAIRS, COPIER, SCANNER, PHONES, ETC. SOFTWARE COSTS INCLUDE PAYING OUR THIRDPARTY PROVIDER FOR CREDIT, EVICTION, AND CRIMINAL BACKGROUND HISTORY. SOFTWARE COSTS ALSO INCLUDE A FRACTION (18%) OF THE COST PAID TO PPG TECHNICAL SUPPORT AND SERVICE PROVIDERS FOR THE SETUP AND MAINTAINCE OF OUR PROGRAMS, WEBSITE, AND ONLINE APPLICATION SUBMISSIONS. BASIC PROGRAMS AND PROVIDERS SERVICES INCLUDE A FRACTION (18%) OF THE INTERNET SERVICE COSTS, PHONE LINE SERVICE COSTS, AND BASIC OPERATING SOFTWARE FOR COMPUTERS – WHICH IS TO COVER THE COST FOR THAT USED BY OUR LEASING ASSOCIATE(S).

HOURLY LABOR COSTS ARE ASSOCIATED WITH PAYING OUR LEASING ASSOCIATE(S) AND STAFF MEMBER(S) TO PROCESS THE APPLICATION. THE LABOR REQUIRED TO PROCESS AN APPLICATION INCLUDES COMMUNICATING WITH THE PROSPECTIVE TENANT THROUGHOUT THE APPLICATION PROCESS, COLLECTING THE NECESSARY DOCUMENTS AND IDENTIFICATION INFORMATION, INPUTTING DATA, VERIFYING INCOME, RUNNING BACKGROUND AND CREDIT CHECK, VERIFYING RENTAL HISTORY, OBTAINING PET INFORMATION, ETC. HARD LABOR COSTS DIRECTLY RELATED TO PROCESSING APPLICATIONS ARE CALCULATED BASED ON THEIR HOURLY PAY RATE, MULTIPLIED BY THE AVERAGE NUMBER OF APPLICATIONS AND HOURS DEDICATED TO PROCESSING APPLICATION FROM START TO FINISH. OFFICE SUPPLY COSTS INCLUDES PAPER, INK, TONER, ETC. THAT ARE NECESSARY TO EFFECTIVELY PERFORM ALL ASSOCIATED JOB DUTIES.

AFTER ITEMIZING ALL COSTS, AND CALCULATING THE ACTUAL OVERHEAD EXPENSES INCURRED BY PROGRESSIVE PROPERTY GROUP, IT IS DETERMINED THAT THE REAL COSTS THAT ARE NECESSARY FOR PROCESSING APPLICATIONS AMOUNT TO OVER \$60 PER APPLICATION. HOWEVER, PROGRESSIVE PROPERTY GROUP WILL CONTINUE TO ONLY CHARGE APPLICANTS \$55 PER ADULT FOR THEIR ONE-TIME APPLICATION FEE(S).