



## BERKSHIRE HATHAWAY | Premier Properties HomeServices

### Applying for Rental.

1. Go to <https://bhhs.managebuilding.com/resident/public/home>
  - a. In the upper right corner click "Apply Now"
2. Once in the Application, fill in all the information.
  - a. Right below the section to add Driver's License type in the address of the property you are interested in. **Remember to type in the Unit#, if Applicable.**
  - b. **IMPORTANT**
    - i. Click the blue hyperlinks in the application for the following and fill in the appropriate information.
      1. **Rental History**
      2. **Employment History** if you have more than one employer.
      3. **Additional Occupants** if there is someone under the age of 18.  
(Application Required)
      4. **Pets** if you have pet (s).
      5. **Real Estate Agent** if you are working with one.
3. Once all completed click "Save and Enter Payment"
  - a. Fill in appropriate payment information.
    - i. You will immediately be billed \$50.00 for an application fee (application fees are non-refundable)
4. Email will be sent to BHHS Property Management division to process your application.
5. BHHS Property Management will reach out to you with future instructions.
6. This process takes about 24-48 hours during weekdays. No applications will be processed on the weekends.

NOTE: Once you have completed this process, future correspondence will go through

**BHHS Premier Properties**  
**Property Management**  
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