

The Plaza at Grandview

Guidelines for Owner Renting Unit

1. Intent to Rent (lease)
 - a. Notify in writing your intent to rent your unit to: Building Superintendent- Bryan Bennett, Grandviewpgh111@outlook.com 412-431-0551 (office), 724-816-6099 (cell).
 - b. Include the name of realtor/company (if applicable) you plan to use.
 - c. The lease shall be for a minimum of 1 year.
 - d. A period of not more than thirty (30) days must be allowed by the owner for processing and acceptance of the lease agreement.
 - e. An interview with the potential renter and board is required once a renter is selected.
2. Showing of the Unit
 - a. Is to be done by appointment only. No open house.
 - b. Owner and/or realtor must advise the security office staff of the scheduled appointment (412-431-0551). The security staff will be able to adjust their routine rounds to accommodate the realtor and potential renter. Realtor and potential renter may park in the guest garage if space is available.
 - c. Realtor will sign the log-in book and meet the potential renter in the lobby. **Realtors are not to be provided with keys to the building.**
 - d. Realtor and potential renter will be escorted to the unit by the security staff.
 - e. Key to the unit will be stored in a **lock box on the door handle of the unit.**
 - f. Realtor will sign out at the end of the appointment as the potential renter leaves the building.
 - g. Signage for renting the unit is not permitted anywhere on the premises.
 - h. Considerations for the renter:
 - i. Plaza at Grandview is a secure building with limited access.
 - ii. Plaza at Grandview Rules and Regulations document must be read.
 - iii. No pets allowed.
 - iv. Maximum height of automobile/vehicle for entrance into resident garages is 73 inches.
3. When you have selected a potential renter
 - a. Contact Building Superintendent Bryan Bennett, Grandviewpgh111@outlook.com 412-431-0551 (office), 724-816-6099 (cell) to schedule an interview with the board.
 - b. The potential renter must have read, agreed to and signed the document stating they have read The Plaza at Grandview Rules and Regulations prior to the interview. Documents found on website. www.rjcmgt.com
 - c. Once the board approves the potential renter, the owner will be notified by the board. The renter needs to sign a standard lease and include the \$50.00 application processing fee to be made out to The Plaza at Grandview. A copy of the lease and the processing fee is to be sent to Building Superintendent Bryan Bennett at The Plaza at Grandview, 111 Grandview Avenue, Pittsburgh, PA 15211.

- d. Realtor and/or owner is to notify in writing to Building Superintendent, Bryan Bennett, Grandviewpgh111@outlook.com:
1. Effective date of lease.
 2. Information for the Plaza at Grandview Directory form.
 3. Move out date of owner (if applicable).
 4. Move in date of renter.
 5. Consideration for both the owner and renter:
 - a. Follow Move in/Move out Policy. Second floor entrance (off of Shiloh Street) is to be used to move in/out.
 - b. The \$100.00 nonrefundable security fee and refundable \$250.00 is required at the time of scheduling the move in/out date.
 - c. Owner will provide a set of unit keys and garage door opener to the Building Superintendent Bryan Bennett. Building key, unit keys and garage door openers will be given to the renter by the Building Superintendent.
 - d. Renter will complete the Plaza at Grandview Directory form prior to move in and send to Building Superintendent Bryan Bennett. This information will be added to the Plaza at Grandview Directory and distributed to the owners.
 - e. Welcome letter will be given to new renter outlining specific procedures in the building. i.e. delivery of mail, guest parking, etc.

Updated 5/8/2023