

Arrow Real Estate & Property Management, L.L.C.

1417 15th Ave Suite # 6 Longview, WA 98632 Phone: (360) 577-1078 Fax: (360)577-1083

NOTICE TO PROSPECTIVE TENANTS

PLEASE READ PRIOR TO FILLING OUT APPLICATION TO RENT

A. OCCUPANCY POLICY

Arrow Real Estate & Property Management, LLC. Bases occupancy limits on the number of bedrooms in a unit. A bedroom is defined as a room within the residence that is used primarily for sleeping, with a window, a closet space for clothing, and a smoke alarm located close by.

MAXIMUM ALLOWABLE OCCUPANTS

| | |
|------------------------|---|
| Studio unit | 2 |
| 1 Bedroom unit | 2 |
| 2 Bedroom unit | 4 |
| 3 Bedroom unit | 6 |
| 4 Bedroom unit or more | 8 |

B. NON-REFUNDABLE PROCESSING FEE

A non-refundable Application fee shall be charged in the amount of **\$30.00 per Adult 18 & over and, \$15.00 fee for a Co- signer application.** This fee is used to verify the information on your application, run credit and or background checks.

C. HOW TO APPLY AND WHO MUST APPLY

1. Choose a rental unit and inspect it to be sure it is what you're looking for.
2. Fill out an application completely. **(Incomplete applications will not be processed.)**
3. Each legal adult must fill out an application (Married couples fill out one jointly). Children over the age of 18 may be listed on parents' application if they are dependents.
4. List all people, names and dates of birth, which will be living in the unit.
5. **MUST provide picture I.D. and social security # for each legal adult BEFORE processing.**
6. **If your income cannot be verified by calling your employer, you will need to provide verification at the time you turn in your application. I.e. social security, DSHS, retirement etc...**
7. A **\$30.00** processing fee **will** apply (depending on specials) for **each Adult 18 & over.** (I.e. this would include a **married couple, individual, or an individual with dependent children.**)

D. TENANT SCREENING AND SELECTION PROCESS

1. Every effort will be made to process your application in a timely manner. It may take longer if we are very busy, or unable to verify information promptly.
2. Applications will be processed in the order that they are received. Back up applications will be taken, in order, but not processed until, or if, their application comes up. We will make every attempt to contact a backup application, but will move on to the next back up application if we are unable to make contact.
3. Approved applicants will have 24 hours to place the deposit down on the unit (in cash, cashiers check or money order). This will hold the unit for 7 days, unless the unit is not yet ready to rent.
4. If your application is approved, and the deposit is being paid by the state of Washington D.S.H.S and you fail to take possession of the rental unit. The Deposit will be forfeited due to failure to take possession.

E. ACCEPTANCE POLICY

1. Arrow reserves the right to accept or deny any application at any time during the application process based on objective criteria which, at its sole discretion, Arrow deems appropriate at that time for a particular size, price range, or type of property.
2. If your application is **not** processed, for whatever reason, your processing fee will be fully refunded.
3. If your application is approved and the unit that you applied for has been rented to someone else, you may immediately reapply for another vacant unit without having to pay an additional processing fee or your application fee will be refunded.
4. Depending on you application's criteria, you may be approved straight across, approved with a co-signer, approved with 1st/last and deposit, approved with a higher deposit, or denied altogether.
5. If your application is approved, and the deposit is being paid by the state of Washington D.S.H.S and you fail to take possession of the rental unit. The Deposit will be forfeited due to failure to take possession.

F. MOST COMMON REASONS FOR DENIED APPLICATION

1. Incomplete application.
2. Poor credit history. *
3. Poor reference from a prior/present landlord.
4. Lack of sufficient income.
5. High debt to income ratio.
6. Unverifiable, Insufficient or False information on application.
7. Failure to provide current positive identification and a valid social security number.
8. Felony Offender.

***Consumer Reports are Acquired by:**
Innovative Credit Solutions, Inc
PO Box 1386
Columbia, South Carolina 29202
Phone: 1-800-345-2746
Fax: 1-888-571-7222

G. HANDICAPPED ACCESSIBILITY

Arrow will allow for an existing premise to be modified, at the full and complete expense of the handicapped person, if said handicapped person agrees to restore premise to the premodification condition, and demonstrates the financial ability to do so, we require:

1. That the applicant or tenant must seek the landlord's approval before making modifications.
2. Reasonable assurance (in writing) that the work will be performed in a workman-like manner.
3. Reasonable details regarding the extent of the work to be done.
4. Names and qualifications of sub-contractors.
5. Appropriate building permits and required licenses to be available for inspection by landlord.

Arrow may require a "modification" deposit depending upon the extent of modification to premises. The modification deposit shall be equal to the actual cost of restoring the property to its original condition.

H. HELPFUL HINTS

1. Fill out your application completely, and honestly.
2. If you think you might be denied based on the above guidelines, attach a separate sheet of paper to your application explaining your problem.

****Please note – The entire amount of the Security Deposit is non-refundable if occupancy is less than 6 months.**



Office Use Only

test

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Rent \$
Deposit \$
Pets w/Dep?
Bedrooms
What util. pd
Date on board
Movein special?

APPLICATION TO RENT

(Please Print)

(With the exception of related dependents and married couples, ALL persons 18 or older planning to occupy this unit must fill out a separate Application to Rent.)

Address applying for: Date:

HEAD OF HOUSEHOLD

YOUR SPOUSE-(if unmarried, please fill out separate application)

Name
Marital Status
Social Security #
Date of Birth
Drivers Lic/ID #

Source of Income (Last 2 years - CURRENT FIRST)

Source of Income (Last 2 years - CURRENT FIRST)

Table with 4 columns: Name, Address & State/City, Phone # with Area Code, Hire Date, Monthly Net Income. Includes 'Current' entries.

Have you ever rented or applied to rent from Arrow Real Estate & Property Management, LLC? Yes No If Yes, When

Have you checked out a key and viewed the inside of the unit you are applying for?

Names and date of birth of EVERYONE ELSE that will be living with you here (BESIDES YOU)

Why are you moving?

Will you have HUD rental assistance? Have you given notice to your present landlord? When?

Table for PRESENT information: Address, Date move-in, Date move-out, PRESENT Landlord, Landlords Phone #, Monthly Rent.

Table for PREVIOUS information: Addresses, Date move-in, Date move-out, PREVIOUS Landlord, Landlords Phone #, Monthly Rent.

Are any of the above listed Landlords RELATIVES or FRIENDS? YES NO If YES, Please list names below & relationship:

Office Use Only
Checked by Amount pd \$ Processing receipt # Cash/Check
Date Time Logged Date & Time Initial

Do you have any pets? _____ If so, how many? _____ What kind? _____

Do you have any water beds? _____ If so, how many? _____

Do you have a vacuum cleaner? _____ Do you have a lawn mower? _____

List all vehicles to be kept at this address (cars, trucks, trailers, RV's, motorcycles, boats, etc.)

| Year | Make | Model | Color | License Number | State |
|------|------|-------|-------|----------------|-------|
| | | | | | |
| | | | | | |
| | | | | | |

REFERENCES

Bank Name _____ Checking _____ Savings _____ Loan _____

| Credit References | Location | Account Type Charge/Financed | Status (Paid in full/Current) |
|-------------------|----------|---------------------------------|----------------------------------|
| | | | |
| | | | |

| Personal References | Address | How Long Known | Relationship to you | Phone # |
|---------------------|---------|-------------------|------------------------|---------|
| | | | | |
| | | | | |
| | | | | |

I have read the application cover page attached to this application and understand and agree with all application & acceptance requirements of Arrow.

Applicant Initials _____ Phone # _____ Applicant Initials _____

Have you ever had a credit problem (i.e., slow payment, repossession, wage earner plan, bankruptcy, etc.)? **Yes/No** If yes, please explain fully (use additional paper if necessary): _____

Have you, your spouse, or any person residing with you ever been convicted of a Felony? **Yes/No** If Yes, please explain fully (use additional paper if necessary): _____

Arrow Real Estate & Property Management, LLC. will not discriminate against any person on the grounds of age, race, color, creed, religion, sex, handicap or national origin.

The foregoing information is true to the best of my/our knowledge. With your signature below you, applicant(s), authorize Arrow to obtain credit reports, character reports, criminal records check, and rental history and income/employment verification as necessary. It is understood that if this application is accepted, it shall become a part of the rental agreement. I also acknowledge that I/we have read the NOTICE TO PROSPECTIVE TENANTS information sheet attached to this application. I/We acknowledge with my/our signature(s) that at any time Arrow may release any obtained information to other companies, agencies or landlords regarding income/employment, rental history, household composition, etc.

Head of Household Applicant _____ Spouse Applicant _____

Your phone number _____ Message phone number _____ Date _____

