

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

1417 15<sup>th</sup> 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.

#### MAXIMUM ALLOWABLE OCCUPANTS

Studio unit	2
1 Bedroom unit	2
2 Bedroom unit	4
3 Bedroom unit	6
4 Bedroom unit	8
5 Bedroom unit	10

### B. NON-REFUNDABLE PROCESSING FEE

A non-refundable Application fee shall be charged in the amount of \$50.00 per Adult 18 & over. This fee is used to verify the information on your application i.e., Verify rental history, income, employment, run credit and background check for criminal records, etc. We accept cash, cashiers check, money order or pay pal. There will be a 4% convenience fee for debit/visa paid through pay pal payment. Landlord will **NOT** accept a comprehensive reusable tenant screening report made available to the landlord by a consumer reporting agency.

### C. HOW TO APPLY AND WHO MUST APPLY

1. Choose a rental unit and make an appointment to view it to be sure it's what you're looking for.
2. Fill out an application completely. **(Incomplete applications will be denied.)**
3. Each legal adult must fill out an application (Married couples fill out one jointly).
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 \$50.00 processing fee will apply 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 depending on volume of applicants, or unable to verify information promptly.
2. Applications will be processed in the order that they are received. **i.e., first come first serve basis**. Back up applications will be taken in the order they are received; no fee will be taken to be placed as back up. Back up applications will not be processed until their application comes up in line which at that time the application fee will be due before processing of any back up application. 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 by the end of that business day.
3. Approved applicants will have 48 hours to place the deposit down on the unit (**in cash, cashiers check, only**). This will hold the unit for 7 days, unless the unit is not yet ready to rent. If the unit is not ready to rent approved tenants will be able to **see the property once it is ready before making the deposit**, during the unavailable time it can not be seen the unit will be held for the approved applicants. Once available the approved applicant will need to make an appointment to view it complete & will have 48 hours to pay their deposit, or Arrow will move on the next back up application.



## **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, Income, time on job, rental history, background, credit history/score which at its sole discretion Arrow deems appropriate.
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, for reason becomes unavailable to rent, you may immediately reapply for another vacant unit without having to pay an additional processing fee.
4. **Approvals depending on you application's criteria, you may be approved straight across, approved with 1st/last and deposit, approved with a higher deposit, an option to provide a Co signer app, or denied altogether.**
5. **Arrow takes applications on a first come first serve basis . We take all governmental type grants and we'll also take approved third party funds for deposits/move in costs once approved. You must possess the funds at the time of signing deposit holding agreement, unless we have an approved third party approved and confirmation of deposit/funds being sent. If you do not have the above stated means, Arrow will be UN able to complete your holding deposit agreement and will move on to the next applicant .**
6. All tenants, whom have PETS and have applied for a property that allows pets, In addition to the pet deposit will be required to pay a \$200 NON REFUNDABLE PET APP FEE at the time you pay your security deposit to hold the premises.

## **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 ratios.
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**

**P O BOX 1440**

**LEXINGTON, SC 29071**

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 pre modification condition. 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 licensed contractors.
5. Appropriate building permits are required depending on extent of modification.



## **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

Arrow Real Estate & Property Management, LLC.

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Rent \$	_____
Deposit \$	_____
Pets w/Dep?	_____
Bedrooms	_____
What util. pd	_____
Date on board	_____
Move in 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 _____	Name _____
Marital Status _____	Marital Status _____
Social Security # _____	Social Security # _____
Date of Birth _____	Date of Birth _____
Drivers Lic/ID # _____	Drivers Lic/ID # _____

Source of Income (Last 2 years - **CURRENT FIRST**)

Source of Income (Last 2 years - **CURRENT FIRST**)

Name, Address, & State/City	Phone # with Area Code	Hire Date	Monthly Net Income	Name, Address & State/City	Phone # with Area Code	Hire Date	Monthly Net Income
Current				Current			

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

Have you viewed the inside of the unit you are applying for? \_\_\_\_\_

Will there be ANYONE ELSE living in the dwelling unit beside you? (YES) or (NO) **if yes list Names and date of births of EVERYONE ELSE.** \_

Why are you moving? \_\_\_\_\_

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

PRESENT Address (include city and state)	Date move-in	Date move-out	PRESENT Landlord	Landlords Phone # w/area code	Monthly Rent

PREVIOUS Addresses	Date move-in	Date move-out	PREVIOUS Landlord	Landlords Phone # w/area code	Monthly Rent

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

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

Do you have any pets? \_\_\_\_\_ How many? \_\_\_\_\_ What kind? \_\_\_\_\_

All units available are non smoking inside, Do you Smoke? \_\_\_\_\_. Do you own a water bed? \_\_\_\_\_

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 \_\_\_\_\_ Applicant Initials \_\_\_\_\_  
In case of emergency notify \_\_\_\_\_ Phone # \_\_\_\_\_

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 race, color, creed, religion, sex, age, familial status, 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 \_\_\_\_\_



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## PET APPLICATION

This is a pet application. This application will help the landlord/Management decide what the deposit will be on your pet(s). False information provided herein will be grounds for immediate denial of your entire application. There is a \$200 non refundable pet application fee each pet for this application.

Applicants name(s) \_\_\_\_\_ Date \_\_\_\_\_

## **PET INFORMATION**

How many pets are you taking into the unit? \_\_\_\_\_

Pet type \_\_\_\_\_ Breed \_\_\_\_\_

Age of pet \_\_\_\_\_ Weight of pet \_\_\_\_\_

Are the pets spayed or neutered? \_\_\_\_\_ Are they de clawed (cats)? \_\_\_\_\_

Are they kennel trained? \_\_\_\_\_ Are they house broken? \_\_\_\_\_

Does the pet use a litter box or waste pad to WASTE on? \_\_\_\_\_

Are the pets registered? \_\_\_\_\_ What county? \_\_\_\_\_

Do they have their shots? (If applicable) \_\_\_\_\_ Do they use a scratching post? \_\_\_\_\_

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Applicant signature