

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.

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, employment, 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, a Co signer, or denied altogether.**
5. **Arrow takes applications on a first come first serve basis. We can not take third party funds for deposits or move in rent that will be sent at a later date, you must possess the funds at the time of signing deposit holding agreement. If you do not have the move in costs due at the time of lease signing, Arrow will be UN able to complete your move in process and the holding deposit will be forfeited as per the holding agreement .**
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.**



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CO-SIGNER APPLICATION

Applicant(s) you are applying to co-sign for: _____

Relationship to Applicant(s) _____ Applying for what address? _____

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

Source of Income

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

PRESENT Address (include city and state)	Date move-in	Planned move-out?	OWNER / LANDLORD	Phone # w/area code	Monthly Pmt.

REFERENCES

Bank Name	Checking	Savings	Loan	Account Type Charge/Financed	Status (Paid in full/Current)

Personal Reference	Address	How Long Known	Relationship to you	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 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 Real Estate & Property Management, LLC. to obtain credit reports, 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 Co-Signers Responsibilities information sheet attached to this application. I/We acknowledge with my/our signature(s) that at any time Arrow Real Estate & Property Management, LLC. 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 _____



Office Use Only

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

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CO-SIGNER'S RESPONSIBILITIES

You have applied as a co-signer, for a friend or family member for a rental unit. An, agreement with Arrow Real Estate & Property Management, LLC, must be complete. The application must be approved subject to the co-signer signature on this acknowledgement at the bottom of this page & if tenancy is approved and executed this document will become part of the rental agreement.

By completing the rental application and signing the rental agreement along with the applicant, you as the co-signer are agreeing to:

1. Permit an evaluation of your application including a credit report obtained from Equifax.
2. Pay any delinquent rents not paid by tenant(s).
3. Minimize any damages caused by tenant(s).
4. Assist Arrow Real Estate & Property Management, LLC. evict the tenant(s) for violating terms of the rental agreement.
5. Pay for any damages caused by the tenant(s) & prior to move out if discovered by management failure to do so within 10days of notice to tenant & co-signer termination of tenancy will occur.
6. Pay any additional rent required for tenant (s) failure to supply adequate written notice to vacate, as outlined in the rental agreement.
7. Accept responsibility for all occupants listed on the rental application/rental agreement. (FOR EXAMPLE, if you co-sign for your daughter & boyfriend and your daughter moves out, you are still responsible for the unit until it is vacated.) This guarantee is not revocable for any reason as long as tenant(s) remain in possession. Unless in writing by Landlord.
8. Pay any legal costs associated with this rental agreement.

In the event we cannot collect from either you or the tenant(s), it may be necessary to obtain a legal judgment against you as the co-signer for unpaid rents and damages. In extreme cases, we may have to resort to liens, garnishments and or foreclosure action against the co-signer's property to protect our client's financial interests.

If you have any questions regarding your responsibilities as a co-signer, please discuss them with us or an attorney before signing this form.

The creditor can collect this debt from you without first trying to collect from the tenant.

Co –signer signature on this document indicates that you understand your responsibilities as a co-signer and you have received a copy of this document.

Signature

Date

Signature

Date