

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

■ 1417 15th Ave Suite # 6 Longview, WA 98632 ■ (360) 577-1078 ■ Fax: (360) 577-108

PLEASE READ: Application fees & whom & how to apply.

OCCUPANCY LIMIT POLICY IS 2 PEOPLE PER BEDROOM.

Choose a rental unit and view it either by virtual tour on our web site or an appointment to view. All showing appointments prior to showing will require an application filled out & submitted for identification purposes at no charge to view an available dwelling. All applications are processed on a first come first serve basis. If an application is in process prior to receiving yours, you will become a back up application in the order yours are received at no charge for back up status until we notify you it's your turn in line.

To apply for an available dwelling, fill out an application completely & honestly and submit the completed application(s) to Arrow to be sent for processing to LPS either by email along with the credit & debit authorization forms to: leasingatarrow@outlook.com. Or submit the printed and filled application to our office with the app fees, there are drop boxes available for after hours drop offs on our front gate box #ARROW 6, please no cash drop cashiers check or money orders in after hours box.

Each adult 18 & over must fill out separate applications (including married couples) Co-signers will need to request a co signer application if one is required. Pay an application fee of \$ 50 per adult 18 & over. If you have a pet listed on your application you will be required to fill out a pet application and if pet(s) are approved there will be a \$200 non-refundable pet app fee due at move in. List all people's names that will be living in the dwelling and the dates of birth for each person 18 & older, which will be living in the unit. At the time of application you MUST provide valid picture I.D. and social security card or alternate identification for each adult.

Upon approval if you decide to take the dwelling. A Holding fee of 25% of the first months rent of the dwelling you are applying for will be due within 2 business days upfront to hold the dwelling for up to one week. When the holding fee is paid and holding agreement signed, you may schedule a move in appointment that falls within the statutory time frame of the holding agreement. All lease terms require first & last months rent at move in lease signing along with any other deposits or fees. We can provide you with a break down of all move in charges prior to the move in appointment. *If you decide you do not want to sign the lease for any reason this holding fee will be forfeited as liquidated damages as stated in the application.*

Arrow will allow for: reasonable accommodation & modifications for more information visit: www.hud.gov/sites/documents/FHEO_BOOKLET_ENG.PDF



CRITERIA FOR RESIDENCY

I. GENERAL REQUIREMENTS

1. Current State or Federally issued picture I.D. is required.
2. Each applicant must qualify individually.
3. You will be asked to provide your full SSN in order for us to pull your credit report. If you don't have a SSN, you may provide an alternate form of ID, such as, an ITIN, work/student visa, a passport, etc. If you need assistance filling out the application without a SSN, please contact your agent or LPS, Inc. for further instructions.
4. A complete and accurate application must be filled out. Incomplete applications can result in denial.

II. RENTAL REQUIREMENTS

1. A minimum of 24 months of verifiable residence history from a third party landlord required within the past years from the date of application.
2. Rental history demonstrating residency from a non third party landlord will require a co-signer or added security.
3. Home ownership will be verified through tax records or credit report.
4. 1 or more late payments of rent or mortgage within a 24 month history will result in denial.
5. More than 2 late payments or NSF checks within a 24 month history will result in denial.
6. Rental history reflecting any unpaid past due rent greater than \$100 dollars will result in denial.
7. Any unlawful detainer or eviction over 3 years old, which has been paid, can be approved with a qualified co-signer.
8. Rental history showing any destruction or damage will need a co-signer or will be denied.
9. Rental history reflecting more than \$500 in damages will result in denial.
11. Rental history reflecting unauthorized persons or pets in the rental will be denied.
12. First time renters with no established credit will require a co-signer.
13. First time renters with great established credit may require a co-signer or added security.

III. INCOME REQUIREMENTS

1. Monthly income must be equal to 3 times the monthly rent. (Except for public housing participants)
2. If monthly income does not meet the 3 times the stated monthly rent an additional qualified roommate or co-signer will be required or otherwise denied.
3. If a co-signer is required, their monthly income should be equal to 5 times the stated monthly rent.
4. A current paycheck stub will be required if we are unable to verify income over the phone, fax or internet.
5. Unemployment applicants will be required to show proof of unemployment benefits or other legal source of funds.
6. Self employment applicants will be required to provide proof of income through most recent tax returns and or bank statements.

IV. EMPLOYMENT REQUIREMENTS

1. Verifiable employment is required if income is by employment. If unemployed and unable to verify income to pay rent, will result in denial.
2. Self-employment individuals must be verified through tax returns and/or bank statements.
3. Temporary or seasonal employment will result in a higher security.
4. Military income will require proof of allotment.
5. Employed applicants must have at least 12 months on the current employment or a higher security or co-signer will be required.

V. CREDIT REQUIREMENTS

1. Good credit is required. Credit showing bad debt will be denied.
2. 1 or more accounts that are 30 or more days past due or if fifty percent or more of the credit report is negative will result in a denial.
3. 1 or more unpaid public records will result in denial, with some exception for medical and or parking tickets.
4. Outstanding debt owed to property management or landlords will result in denial. Once paid a higher deposit will be needed.
5. After a discharged bankruptcy, applicant must show 6 months of positive established credit. Any negative credit after a bankruptcy will result in denial.

VI. CRIMINAL RECORDS

CRIMINAL CRITERIA

History of criminal behavior that may negatively affect tenancy – drugs, sex offense, theft, robbery, assault, active warrants, etc...Determinations as to criminal screening will be made on a case by case basis, after analysis, and will be based on several factors and information. There will be no automatic denials on arrest or criminal convictions.

Certain criminal records which have taken place within the last seven years are a consideration for denial.

Deniable charges may include but are not limited to:

Murder (1st and 2nd degree), Kidnapping (All counts), Manslaughter (1st degree), Theft (1st & 2nd degree), Assault 1st, 2nd & 3rd degree, Burglary (1st, 2nd degree & vehicle prowling 1st degree), Robbery (1st & 2nd degree), Malicious Mischief (1st degree), Rape (All counts), Arson (1st, 2nd degree & Reckless Burning 1st degree), Child molestation (All counts), Delivery or Sale (All counts), Rape of a child (All counts), Possession with intent to Deliver (All counts), and multiple misdemeanor and/or felony offenses could also be under consideration.

- Reasonable likelihood that a past history of abuse of alcohol interfering with the health, safety or right of peaceful enjoyment by other members of the community.
- Reasonable likelihood that a past history of use of illegal drugs (or unauthorized use of legal drugs) interfering with the health, safety or right of peaceful enjoyment by other members of the community.
- History of criminal activity on the part of any proposed occupant could negatively impact your application.
- Status as a registered sex offender.
- Any criminal history of a violent or physical nature that may interfere with the peace, enjoyment and well being of the property or community will be denied.
- Reasonable likelihood that a past history of applicant or those acting under his or her control will interfere with the health, safety or right of peaceful enjoyment by other members of the community.
- Reasonable likelihood that a past history of applicant or those acting under his or her control will cause damage or destruction to the dwelling unit or surrounding property.
- Reasonable likelihood based on income and credit that the applicant will not be able to timely satisfy the financial obligations of tenancy.
- Reasonable likelihood based on rental and personal history that the applicant may cause damage to the property, or become a nuisance to neighbors or the community.
- Juvenile records will be considered if the applicant is under the age of 21 at the time of the report. If the applicant is over the age of 21, Juvenile records will not be considered.

VII. CO-SIGNER REQUIREMENTS

1. Co-signer must meet all general requirements.
2. Co-signer must have an excellent credit and earn at least 5 times the rent.

VIII. AUTOMATIC DENIALS

1. Any collection or judgment filed by a property management company, within the past 5 years will result in denial. If three years past and is paid, can result in higher deposit.
2. Any unlawful detainer action or eviction, which has been within the past 5 years results in denial.
3. Current rental pay rent notice will result in denial.
4. False or misleading information can result in denial.
6. Any open bankruptcy will result in denial if not discharged.
7. Negative debt after bankruptcy will result in denial.
8. Lack of at least 6 months re-established credit or rental history after bankruptcy will result in denial.
9. An employment reference , in which the employer indicates that the employment will end and the income level will drop below 3 times the rent.
10. False or lack of information on the written application can result in automatic denial.
11. Undisclosed current or previous rental address.
12. Lack of response from applicant for additional information after 72 hours will result in denial.

All screening fees are non-refundable

***Comprehensive tenant screening reports or portable screening reports
will not be accepted by landlord!**

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

CO-SIGNER'S RESPONSIBILITIES

Co-Signer Name(s): _____ Co-Signer's Address: _____
City, _____ State, _____ Zip, _____

By signing the Lease agreement along with the tenant, you as the co-signer are agreeing to the following co signer responsibilities for the following address: _____
City, _____ State, _____ Zip, _____

1. Pay any delinquent rents not paid for by tenant(s) by the end of a 14 day notice to pay rent. Pay any late fees, notice fees or any other unpaid charges not paid for by the tenant(s) within a 10 days notice to comply to pay them or vacate the property altogether.
2. Minimize any damages caused by the tenant(s).
3. Assist Arrow Real Estate & Property Management, LLC in evicting the tenant(s) for cause where violating terms of the rental agreement occur.
5. Pay for any damages caused by the tenant(s).
6. Pay any additional rent required for tenant (s) failure to vacate upon lease expiration.
7. Pay any legal costs associated with this Lease agreement.
8. Accept responsibility for all occupants listed on the rental application/lease agreement. If you co-sign for co tenants and one vacates, you are still responsible for the remaining tenant(s) until vacated by all parties and the management/lessor has keys. This guarantee is not revocable for any reason as long as tenant(s) remain in possession. Unless agreed in writing by Management/Lessor.

In the event we cannot collect from either the tenant(s) or co-signer, we may have to resort to legal action, liens, and garnishments actions against the co-signer and may be necessary to obtain a legal judgment against you for unpaid rents and damages. Your signature on this document & the lease indicate that you understand your responsibilities as a co-signer and you take full financial responsibility for the tenants and the leased property.

CO-SIGNER

DATE

CO-SIGNER

DATE

Acknowledgement of Screening Criteria

In compliance with the **Fair Credit Reporting Act**, we are informing you that information as to your character, general reputation and mode of living will be verified. I, as the prospective tenant agree that the facts set forth in this application are true and complete, and that a complete investigation of all on this application will not constitute invasion of privacy. I authorize LPS Inc. to obtain credit reports, bank information, employment information, and/or character reports as necessary. I authorize my employers and references to release such information as necessary. LPS Inc. has my permission to release information found in screening. I understand that any misrepresentations will be sufficient cause for dismissal or voiding of this application. False, fraudulent or misleading information may be grounds for denial of tenancy, or subsequent eviction.

In compliance of the **Washington State Fair Screening Act**, I acknowledge that I have been notified of the rental criteria for the applied for property and understand what requirements will be used to determine acceptance.

You have the right to dispute the accuracy of the information reported, and upon written request, the right to obtain a copy of any and all reports.
Direct inquiries to- LPS Inc. 16625 Redmond Way, PMB #M-446, Redmond, WA 98052. 1-800-577-8282

Signed _____ Dated _____
Tenant

Signed _____ Signed _____ Dated _____
Landlord Position



**Landlord
Protection
Service, Inc.**

Payment Agreement
Application fees

I agree to pay all services requested, in full at time of request. I also agree that the form of payment will be either Visa or Mastercard. I also understand that if the amount billed should be declined by my credit card provider, the service I have requested will not be processed.

Date _____

Signed _____

Card Type:

MasterCard _____

Visa _____

Amex _____

Discover _____

Quantity	Description	Price	Amount
	LPS application Fee:	\$	
	Payable to- LPS INC.		
		Tax	Included
	SALE SLIP	Total	\$ 00

Card number: _____

Expiration date: _____ Security Code: _____

Billing Address: _____

City, State, Zip Code: _____

Name on Card: _____

Purchaser Sign Here:

X _____

Cardholder acknowledges receipt of goods or services in the
Amount of the Total shown hereon and agrees to perform the Obligations set forth in the Cardholder's agreement with the issuer.

Merchant copy

Management: Company Name/Landlord Name	
Apartment Name/Property Address	
Manager's Name	Phone #

LPS Inc.



This application must be completed in full to assure prompt processing.

Co-tenants must use separate applications.

Managers/landlords – visual proof of driver's license/or State ID ☐ Yes ☐ No

Any question on this application that requires a yes or no answer that is left blank will be deemed a NO answer for the purpose of screening or eviction.

SERVICE REQUESTED:

☒ **CO-SIGNER**

Apartment # _____ Move in Date _____ Rent Amount _____ Parking Amount _____ Lease Term _____

Applicant's Last Name	First	Middle Name	Birthdate	Social Security Number	Cell Number
E-MAIL ADDRESS			Drivers license No. & State ID		Phone Number
Total Number of Occupants? _____ Names? _____			Have you used any other names? If yes, Name(s) _____		
Do you have pets? Yes ☐ No ☐ How many? _____ Type and Size (Keeping of pets requires a pet deposit and the Owner's Consent.)			Nearest Relative or Emergency Contact : _____ Phone _____		

RESIDENCE HISTORY

Present Address	City	State	Zip	From _____ To _____	Own _____ Rent _____	Monthly Payment \$ _____
Name of Present Landlord _____ Apartment Community _____ Mortgage Co. _____ Other (Please Check One)					Landlord : Phone(_____) _____ Fax #: (_____) _____	
Landlord Email Address: _____						
Previous Residence Address	City	State	Zip	From _____ To _____	Own _____ Rent _____	Monthly Payment \$ _____
Name of Previous Landlord _____ Apartment Community _____ Mortgage Co. _____ Other (Please Check One)					Landlord : Phone(_____) _____ Fax #: (_____) _____	
Landlord Email Address: _____						

EMPLOYMENT DATA

Applicant Employed By	Position:	Company Phone Number
		HR Dept/Supervisor Email :
Address	City	State
	Zip	How Long?
	Yrs. _____ Mos. _____	Salary \$ _____ Per _____
Previous or 2 nd Employment (Please Circle one)	Position:	Company Phone Number
		Hr Dept/ Supervisor Email:
Address	City	State
	Zip	How Long?
	Yrs. _____ Mos. _____	Salary \$ _____ Per _____
ADDITIONAL INCOME: Additional income such as child support, alimony or separate maintenance need not be described unless such additional income is to be included for qualification hereunder. Amount of \$		Auto/Year/License
		Do you have any recreational vehicles, vans, boats, or motorcycles? If so specify.

ADDITIONAL QUESTIONS	
Does anyone in the household smoke? Yes _____ No _____	
Have you ever filed for bankruptcy? Yes _____ No _____ Was it discharged? Yes _____ No _____	
Year of discharge: _____	
Have you or any person who will be occupying this household ever been found guilty of a crime? Yes _____ No _____ If yes, please explain:	
Have you or any person who will be occupying this household ever been evicted? Yes _____ No _____	
Comments:	

I understand I acquire no rights in an apartment until I sign an agreement in the form submitted to me and pay a HOLDING FEE of 25% of 1st Months rent on the apartment I have selected, which fee is to be held in accordance with the rental agreement.

In consideration of the Landlord's holding the apartment for me, I hereby waive all rights to the return of this holding fee and said holding fee shall be retained as liquidated damages in the event I do not choose to enter into the agreement applied for herein. In the event said application for tenancy is not accepted, Fee shall be returned to applicant.

Non-Refundable Process Fee \$ _____ Check # _____



EQUAL HOUSING
OPPORTUNITY

In compliance with the Fair Credit reporting act, we are informing you that information as to your character, general reputation and mode of living will be verified. I, as the prospective tenant agree that the facts set forth in this application are true and complete, and that a complete investigation of all on this application will not constitute invasion of privacy. I authorize LPS Inc. to obtain credit reports, bank information, employment information, and/or character reports as necessary. I authorize my employers and references to release such information as necessary. LPS Inc. has my permission to release information found in screening. I understand that any misrepresentations will be sufficient cause for dismissal or voiding of this application. False, fraudulent or misleading information may be grounds for denial of tenancy, or subsequent eviction. You have the right to dispute the accuracy of the information reported, and upon written request, the right to obtain a copy of any and all reports. Direct inquiries to- LPS Inc. 16625 Redmond Way, Ste#M-446, Redmond, WA 98052. 1-800-577-8282

Signed _____ Dated _____
Tenant

Signed _____ Signed _____ Dated _____
Landlord Position

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PET APPLICATION

If you have a pet(s) e.g., cats, dogs, birds, exotic caged pets, water tank pets over 3 gallons and the property your applying for takes pets you will need to fill out this application completely for that pet. Some questions may not be applicable. This application will assist the landlord or management with the total deposit that will be needed for your pets. False information provided herein will be grounds for immediate denial of your pet application. There will be a \$200 non refundable pet fee. Maximum of 3 pets per unit ONLY. Please fill out additional pet applications if you have multiple pets that are different typs, only one non refundable pet fee will be charged.

Applicants name(s): _____ Date _____

Applicants Address: _____

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 use waste pad to potty on? _____

Are the pets registered with county? _____ what county? _____

Do they have their shots? (if applicable) _____ Do they use a scratching post? _____

Do you have a fish tank? _____ What gallon capacity is the tank? _____

Applicant signature

Applicant signature