



T.J. Guyer, Inc
Real Estate Management
1646 S Market Blvd
Chehalis, WA 98532
<http://www.tjguyer@localaccess.com>

Telephone (360)748-4683
Fax (360) 748-8319

Thank you for taking an application form. The following information will help to make a smooth application process. Anyone in the office can help you with questions. This process should be completed within 48 hours.

A list of available addresses can be obtained from our office. You may drive-by to look at the neighborhood and the outside of the residence. Please do not disturb the current tenant if the unit is occupied. Contact our office for an appointment to see the inside of a unit. An occupied unit needs 24 hour notice of a showing.

Your appointment will not “hold” a rental for you. All rentals are on a “first come, first serve” basis. The only thing that will “hold” a rental for you is a completed application and fee. To secure that you will be first in line, you may submit your application and fee prior to the showing.

THE APPLICATION PROCESS

Each person 18 years old and older must fill out an application. A \$50.00 non refundable processing fee must accompany each tenant and co-signer application. If approved, a \$25.00 credit is given for one application and a maximum of \$50.00 per apartment/home may be credited for two or more applications. This credit is taken off the first month’s rent. This applies to new leases only. No credit is given for an existing lease. Credit references, past rental history, public records, employment and other income will be verified. Back up applications will continue to be received but not considered until all verification is complete on the first application. **Valid picture ID and Social Security Card are required with each application.** Copies can be made in the office.

The hold on the apartment/home will be removed if the application is incomplete or contacts cannot be reached within 48 hours. The application will be placed in the inactive file and the next applicant will be considered. An application can be re-activated within 30 days if the needed information is provided.

QUALIFICATIONS

- 1) An applicant must make three times gross income that the rent will be. If the rent is \$300.00 per month, the minimum gross income would be \$900.00 a month. This amount must be verifiable.
- 2) An applicant must have two years of past rental/mortgage experience. A positive reference is imperative. A negative reference may result in a disqualified application. (RELATIVES DO NOT COUNT AS RENTAL REFERENCES.)
- 3) An applicant must have good credit. The credit check is for our information only. The prospective tenant may contact the credit company if a poor credit check is received. Contact TJ Guyer office for the telephone number.
- 4) An applicant with a bankruptcy filed within 3 years will need a co-signer. If the bankruptcy is prior to 3 years, credit must be in good standing from the time the bankruptcy was discharged to avoid a co-

signer.

5) A commercial applicant must complete a commercial application. The application fee is \$60.00. If the commercial applicant is applying for a residential rental, all potential occupants must complete a residential application and pay a \$25.00 fee. On occupants, the application will be processed for public records and rental references only. All information must be verifiable. No rent credit is given for the fees paid toward commercial and occupant applications.

CO-SIGNER

If applicant does not meet the minimum requirements a co-signer will be required.

1) A co-signer must meet the same requirements as the applicant. Proof of income is required if the co-signer is retired or self employed. Retirement papers, a profit/loss statement or a 1040 IRS form will be accepted. **Co-signers MUST reside within the state of Washington. Co-signers cannot be one of our current tenants.**

PET FEE

- 1) Pets are not allowed in every rental. Please check our listing closely.
- 2) A \$300.00 non-refundable pet fee is required for each pet allowed.
- 3) Additional monthly rent is charged in the amount \$25.00 per pet.

MOVE – IN PROCESS

1) **DEPOSIT:** Half of the deposit amount must be paid within 24 hours of approval notification. The deposit will be refunded if the rental is not ready and the tenant rescinds the application. If tenant rescinds application when the apartment/house is ready, we hold the right to charge pro-rated rent as well as deposit.

2) **CHECK-IN:** An appointment will be scheduled at our office (1646 S Market Blvd.), or with the on-site manager, when the apartment/home is ready for occupancy. The remaining deposit must be paid. The lease and all pertinent papers will be signed.

3) **RENT:** Pro-rated rent will begin and needs to be paid on the day the lease is signed.

4) **UTILITIES:** Local utilities must be placed in tenant's name by the tenant before the check-in. The utility company will require a deposit. This receipt must be brought to the check-in. Puget Sound Energy and Le May utilities will be handled by the tenant at the time of check-in

5) **WHAT TO BRING:** On the day of the check-in, bring all utility receipts, the balance of the deposit and the prorated rent, to our office. **The co-signer, if required, must sign the rental agreement before or at the time of the check-in.**

6) **WALK THROUGH:** An agent from our office will meet the tenant at the residence when all paperwork is signed and copied. The tenant and the representative will note damage to verify the condition of the apartment/home at the beginning of tenancy. Keys will be issued after walk-through and all paper work has been completed.