

Diversified Property Management, LLC
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Application Process

PLEASE KNOW ALL OUR PROPERTIES ARE NON-SMOKING.

At the time, you submit your application, you will be asked to pay an application fee of \$38 payable to ORCA and a good faith fee equal to half of the rent payable to DPM. If applicant is denied the good faith fee will be returned. Upon approval, the applicant will have 48 hours to sign the lease documents and pay the balance due for the first month's rent. If applicant does not sign the lease, the good faith fee will be forfeited as damages to the owner. Security/Damage deposit and any other funds that are due will be due at the time the tenant receives the key(s) to the property, Personal checks, third party checks or cash will not be accepted during the move in process. After applicant has moved in rent payments may be paid by personal check and no third party personal checks or cash will be accepted for any payment.

DPM is required to keep all tenant application reports in the tenant's rental file and they cannot be duplicated, copied or released to anyone. If you have any questions please ask.

SIGNING OF THE LEASE WILL BE DONE MONDAY-FRIDAY 9 AM TO 5 PM. ANYONE WISHING AN APPOINTMENT OUTSIDE THESE HOURS WILL NEED TO PAY \$50 PER HOUR WITH A ONE HOUR MINIMUM CHARGE PAID IN ADVANCE.

Access to the property will be given after the lease is signed by all parties and all funds have been collected. Rent begins the day the applicant/tenant gets the keys.

By signing below you are accepting the conditions listed herein. You are also accepting the property "as is" unless you have written any exceptions or requests below, which will be subject to owner/agent approval prior to processing the application with ORCA. If for some reason your requests are not accepted all collected funds will be returned to you.

PROPERTY ADDRESS _____ MOVE IN DATE _____ LENGTH OF LEASE _____

DESCRIBE YOUR PET(S) _____

If your pet(s) is accepted you will be required to have Renter's Insurance prior to move in. _____
Initial Initial

<u>Amount Due</u>		<u>Applicant Paid</u>	
Application Fee:	\$ _____		\$ _____
Rent:	\$ _____		\$ _____
Security/Damage Deposit:	\$ _____		\$ _____
Additional Pet Deposit:	\$ _____		\$ _____
Other:	\$ _____		\$ _____
Sub Total	\$ _____		
Less any Rent Incentives	\$ (_____)		
Total Due:	\$ _____		Balance due \$ _____

ALL MOVE IN FUNDS ARE TO BE IN THE FORM OF A MONEY ORDER OR CASHIER'S CHECK NO OTHER TENDER WILL BE ACCEPTED. THE SECURITY/DAMAGE DEPOSIT WILL NEED TO BE PAID SEPARATELY FROM THE RENTAL FUNDS. _____

Applicant has received a copy of this form as of date of applicant's signature. _____
Initial Initial Initial Initial

Applicant Signature Applicant Signature Date