

# RITA STREET LLC

## RENTAL/LEASE PROCEDURES

### Inquiry

- You can find most of the information about lease policies and unit specifics on our website ([www.downtown48.com](http://www.downtown48.com)). If you still have questions, you may complete a “Contact Us” form on the website and your email will be answered within 48 hours. You may also call our office at 360-755-3101. We will answer this phone as BYK Construction, please ask for Marcie.

### Viewing

- All potential tenants are required to view the interior of the unit to ensure that it is suitable for their needs before applying. Please drive by the property (**1005 Rita Street, Sedro Woolley, WA**) to make sure that it is what you’re looking for. Contact us via email at [contact@downtown48.com](mailto:contact@downtown48.com) or call our office at 360-755-3101 to set up an appointment to view the unit. Viewings will be scheduled for weekdays between 10:00 am and 3:30 pm. We will need your name, phone number and times that you and your roommates, if applicable, are available to see the property.

It may take a few days to contact the current tenant if the unit is not vacant, but once the viewing appointment is confirmed, we will contact you.

### Application

- Applications and co-signer agreements can be found in our office (133 W State St, Sedro Woolley, WA) and on our website. It is helpful if you have your application filled out prior to your appointment, but isn’t necessary. Once you have viewed the property, you may submit the application. Applications must be received in person and photo ID must be provided at the time the application is submitted. Co-signer agreements may be faxed or emailed to our office to expedite the process, but the original form needs to be mailed to our office, as well. Our mailing address is PO Box 619, Sedro Woolley, WA 98284 and our fax number is 360-755-6185.

Applications are processed on a “first approved-first awarded” basis. This means that, even if your application is submitted first, you may not necessarily be awarded the unit. In the case of multiple applications for one unit, the first application screening that comes back with all criteria approved, will be awarded the unit. As time is of the essence in processing, turning your application in quickly and making sure it is complete helps to speed up the process. Please refer to our Rental/Lease Policies for the application criteria.

**Application fees: \$35.00 per person and \$21.00 for co-signer.**

### Approval

- We will call or email you when your application has been approved or denied. Deposits are due within 24 hours of approval. When paying your deposit, we will solidify your move-in date and set a lease signing appointment.

### Lease Signing

- At lease signing, the pro-rated first month’s rent will be due. All roommates will need to be present together to sign the lease unless special arrangements have been made ahead of time with the Leasing Manager. Lease signing appointments will be Monday through Friday between 8:00 am and 4:30 pm.

### Moving In

- Utility accounts must be switched into your name as of the date of possession. Keys will be available for pick up Monday through Friday between 8:00 am and 4:30 pm. If you plan to move in on a weekend day, you can pick up your keys the Friday before provided that the current tenant has already vacated the unit. Otherwise, special arrangements will be made with the Leasing Manager. Complete your Move-In Checklist and return it to our office within three (3) days after moving in.