

Online Rental Application Process

1. There is a \$25.00 application fee per adult due for applications submitted and paid for online.
2. We review every adult applicant for criminal history, credit report, current and/or prior landlord references and income verification. Withholding information, or giving false information, will result in the rejection of your application. Every person over 18 who will occupy the unit must fill out a rental application. Every person to occupy the unit, including minors, must be listed on the application. Spouses may fill out only one application with both persons information. All other applicants must fill out independent applications. An application usually takes between 24-48 hours to process.
3. If a roommate situation, all applications must be turned in & processed before a decision can be made.
4. Please be sure you fill out all of the mandatory fields required on the application. Give complete and accurate information. The more information you provide, the quicker your application can be processed. Your application cannot be processed without all of the required information.
5. We will need the following documentation provided with your application, if applicable, in order to fully process your application:
 - a. Copy of your driver's license, state ID or passport
 - b. A copy of your most recent pay stub
 - c. If DSHS, Section 8 or other housing assistance we need a copy of your award letter or voucher
 - d. If your income is from disability or other income from SSI we need a copy of your award letter
 - e. If you are self employed we need a copy of your most recent personal tax return.
 - f. If you are a student we need any documentation that will help us determine funds are available to pay your rent, ie; Pell Grant/Scholarship/Other support information, parent letter of support (if applicable), etc.
6. If your application is approved you will be contacted to come in and sign a Deposit to Hold form in which you pay your deposit and agree to sign a rental agreement to take possession of the property by a certain date. Possession must take place within 10 days of notification of your approved application. Failure to complete the rental agreement by that date may result in the forfeiture of your deposit.
7. We will contact you to set up move-in date and an appointment to fill out your rental agreement and complete your move-in process. At that time we will let you know the amount of funds needed at move-in.
8. When you come in to sign your rental agreement you need to have the following items:
 - a. Cash, check or money order in the amount of funds dues (no change is kept on site). If the entire balance is not paid we will not be able to proceed with the move in. (note: we do not accept credit card or electronic payment).
 - b. You must put the electric, natural gas and/or garbage service (if applicable) in your name prior to occupancy. Please call the numbers indicated below and ask that the utilities be put into your name effective the date you plan on occupying the unit. When you come in to sign your rental agreement you must provide your PP&L and/or Cascade Natural Gas account numbers. We must have these items to proceed with your move-in process.

Pacific Power & Light: 1-888-221-7070
Cascade Natural Gas: 1-888-522-1130
Basic Disposal of Walla Walla: 1-525-1711 or 1-800-642-6447
 - c. City water & sewer billings, if applicable, will be taken care of after rental agreement is signed.

If you have any other questions regarding your application or move-in process please contact our property management department at (509) 525-0820 or via email at rent@cbfr.biz

[] by checking this box I acknowledge that I have fully read and understand all of the information above.
_____ *initials*