

Updated 08/01/2025

Washington NOT Seattle City Limits

Move In Policy

An apartment is considered “off the market” and placed on hold once an application is submitted and enters the screening process. This screening is conducted by a third-party provider. You will be contacted directly by the apartment community regarding the status of your application.

Upon approval, a lease will be created and a **Non-Refundable Administrative Fee of \$200** will be requested and to maintain the apartment’s “held” status, the Administrative Fee must be paid within **24 hours of notification**. A receipt for the fee can be provided upon request at the time of payment.

If your application is approved, the Administrative Fee guarantees your commitment to paying the required deposit and the full first month’s rent at move-in, as outlined in the rental agreement. Any applicable prorated rent for the first month will be credited toward your second month’s rent.

Screening Information

The application screening process typically takes between 24 to 72 hours. Once your application has been completed, you will be notified of the results. If the screening company is unable to finalize the process, we will inform you of any additional information required to proceed. The application fee is non-refundable.

Please note: The screening results may include conditions for approval, such as an increased security deposit due to not meeting certain areas of the criteria.

Be advised: If an applicant chooses not to move in as agreed, or cancels after accepting the terms, the Administrative Fee is non-refundable and will be forfeited, *Unless the apartment is not available for occupancy by the agreed-upon possession date, which at that time it would become refundable.*

If you have questions about the application process, need language interpretation, or require reasonable accommodation due to a disability, please contact your Leasing Specialist directly via the phone number listed in the advertisement, or email the property to which you are applying.

As a condition of our lease, we require all residents to carry liability insurance (\$100,000) (LLI) for damage to the landlord’s property during the term of their lease. To satisfy this lease requirement, you have three options:

- Obtain your own insurance policy and name the property as an interested party and be sure it includes \$100,000 of the Liability to Landlord Insurance (LLI).
- OR We can provide information, within the move in process, for a renters policy – Cost will depend on your chosen personal coverages and will include the LLI automatically.
- OR We can sign you up for the minimal requirement of only LLI for \$14.50 as month that is paid with the rent. – *Please note that this option is not personal liability insurance or renters’ insurance. The policy does not cover any of your personal belongings, additional living expenses, or liability arising out of bodily injury.*
- *“Supplemental information can be provided to the landlord by the applicant, or produced on behalf of the applicant, with respect to the applicant’s rehabilitation and/or good conduct. Supplemental information may include but not be limited to: conviction information; certification of rehabilitation; written or oral statements by the applicant, past or present employer(s), current and prior landlord(s), members of the judiciary or law enforcement, parole officer member of clergy, counselor or therapists, social workers or similar person(s).”*