

# Welcome Home

NEW TENANT STEP BY STEP LEASING PROCESS



PIEROG PROPERTIES

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# UNDERSTANDING THE COMPLETE

# *Leasing Process*

Thank you for your interest in one of our rental properties. This guide was put together for the better understanding of the entire lease process from start to finish. Choosing a house to rent is a big deal and I want you to feel comfortable with the process. Every company is different in how they rent properties, so I am hoping this guide will help you better understand our rental process and what exactly happens when you decide to apply to finalizing the lease and then finally, moving in to your new home .



PIEROG PROPERTIES



*Hannah Pierog*

## MEET THE MANAGER

My name is Hannah and I will be your point person.

Where you choose to live, is a very big decision and I'm here to help guide you through our process.

My assistant and I will be updating your accounts, managing your lease, mailing correspondence, and addressing maintenance concerns throughout your tenancy.

Our goal is to ensure you have a thorough understanding of our leasing process and our tenancy rules. We are also here to manage your residency portal should you have questions.

We are excited to assist you.

*Lets Get Started!*

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# THE APPLICATION *Process*

1

## **You are ready to apply, now what?**

Reach out to me and I will email you a link to the online rental application to apply directly. There is a fee per applicant for each person over the age of 18 that plans to occupy the property. Each applicant over the age of 18 must complete an application.

2

## **Apply:**

The application process is conducted online. This makes it simple to provide all details, including uploading personal information, and authorizing the credit check. Once all required documents have been uploaded and the application is complete, you will be required to pay the application fee. Once the fee is paid, submit your rental application for processing.

3

## **The Approval Process:**

This part is the hardest part! Especially when you are excited to move in! Don't worry we try our best to make sure this process is quick. In a matter of three to five business days, we should have an answer for you. Behind the scenes, we are running a credit and background check, verifying your income, confirming your residential history and finalizing everything on our end. We will reach out to you if we need anything further from you.

4

## **The Lease Process:**

If you are approved for the rental property, you will get a notification from us informing you. Once a move-in date is established, we can begin getting the lease documents ready for signing. Once signed, its time to move in!

# SIGNING THE *Lease*

YOU ARE APPROVED FOR THE PROPERTY, NOW ITS TIME TO SIGN THE LEASE.

Congratulations, you are approved for your new home!

Now that your application was approved, you will hear from me to let you know the good news. I will also email you instructions for signing your new lease.

The lease and any additional documents will be sent to your email for you to sign electronically.

This is the time for you to review the lease and ask any questions you have. Read your lease. Yes, it's long, but do take the time to actually read and understand it. Don't be afraid to ask me if you have any questions about the lease – especially any items you don't understand or want more information about. It is important that you ask any questions before you sign this document and I want you to understand the terms you are agreeing to.

Once signed, you will receive a copy of the signed documents for your records.

You will then be required to pay the deposit, prorated rent and any other additional fees or deposits that may be required. Be prepared to make this payment immediately upon signing the lease.

*Congratulations, it is now time for keys!*



# THINGS TO DO BEFORE AND DURING YOUR MOVE IN

Moving is a lot of work, but these reminders will help you get your move off to a great start.

1

## UTILITIES:

Make sure you are clear on what utilities you are responsible for paying. You will need to call these companies to have the services put in your name. The effective date is the date your lease begins. To avoid having to reimburse the owner for any costs incurred by not transferring the services on time, make sure this is done.

2

## RENTERS INSURANCE:

The landlord's insurance policy will not cover your personal property! If there is a flood or fire and your personal property is damaged, you will more than likely be responsible for the costs. Call your local insurance agent to find out what type of coverage and the amount you need to ensure your personal belongings are protected. See lease for requirements.

3

## COMPLETE A DETAILED MOVE IN INSPECTION :

You will be provided with a blank move-in condition report prior to your move. This form is where you will want to note any pre-existing damages. It is helpful to provide as many details as possible as well as photos to document the condition of the property if you can. This will be used by the property manager when you vacate the property to determine if any new damage was caused. This form is for your protection.

4

## REPORT ANY MAINTENANCE ISSUES DISCOVERED:

Once you have moved in and are getting settled, you will likely notice an item or two that needs attention. It is important for you to report these types of things, big or small, to us so they can be fixed, to ensure they are not an issue in the future.