SAMPLE PACKET · ALL NAMES, ADDRESSES AND AMOUNTS ARE MADE UP

SNR PROPERTY MANAGEMENT

7809 Pacific Ave, Tacoma, WA 98408
(253) 666-6840 | rentsnr.com
admin@rentsnr.com

APPLICATION APPROVED

You're approved!

Let's reserve your new home.

Thank you for applying to join our community. This packet confirms your approval, shows your expected charges and walks you through what to do next to reserve your new home.



YOUR APPROVAL

Applicant(s)	Jordan Example & Casey Example
Approved property	Sample Commons · Unit 204 · Tacoma, WA 98408 Property name, address and unit
Packet date	January 12, 2027
Earliest move-in	February 1, 2027

VISIT OUR OFFICE

Tacoma Office
7809 Pacific Ave
Tacoma, WA 98408
Mon–Fri · 9:30 AM–3:30 PM

RESERVE YOUR NEW HOME IN 3 STEPS

STEP 1
Sign the agreement
Holding Deposit Agreement
☐

STEP 2
Pay your holding deposit
Via FolioSpace or money order
☐

STEP 3
Schedule your move-in
After steps 1–2 completed
☐

Your home is reserved only after we receive both your signed Holding Deposit Agreement and your holding deposit payment. The hold lasts up to 14 days unless we agree otherwise in writing.

WHAT'S IN THIS PACKET

Pg 2 **Approval details & next steps**
Pg 3 **Holding Deposit Agreement**
Pg 4 **Resident Benefits Package**
Pg 5–6 **Tacoma installment payment option**

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Your expected charges

MONTHLY CHARGES	AMOUNT
Rent	$ 1,650.00
Water / Sewer / Garbage Required flat-rate utility fee	$ 85.00
Resident Benefit Package Fee Required · see page 4 for what's included	$ 15.00
Pet rent If moving in with a pet	$ 35.00
Parking Optional add-on	$ —
Other:	$ —

ONE-TIME MOVE-IN CHARGES	AMOUNT
Security deposit Refundable · your holding deposit will be credited toward it upon moving in	$ 1,650.00
Intake Processing Fee Non-refundable · covers processing your application and move-in and preparing your lease	$ 250.00
Pet deposit / fee If moving in with a pet	$ 300.00
Other:	$ —

ⓘ Charges depend on availability and your final unit, pet, parking and service selections. Final charges will be confirmed when your lease is issued and before your move-in appointment.

Tacoma tenants may pay move-in costs in installments under TMC 1.95.040. See pages 5–6.

Your next steps

1 STEP 1 OF 3

Review and sign the Holding Deposit Agreement on page 3

SIGN BY January 14, 2027

Sign it right in this packet on page 3; there's no separate email or link. It holds your home for **up to 14 days** unless we agree otherwise in writing, and explains your signing deadline and when the deposit is refunded or kept.

2 STEP 2 OF 3

Pay your holding deposit

AMOUNT $ 400.00

OPTION A · ONLINE

Pay online in FolioSpace

We've emailed you a payment request from FolioSpace, AppFolio's online resident portal. Follow that email to sign in or activate your account, then pay. Can't find it? Check your spam folder or contact us.

or

OPTION B

Money order or cashier's check

PAY TO THE ORDER OF

SNR Property Management

Drop it off at our office or mail it to **7809 Pacific Ave, Tacoma, WA 98408** (Mon–Fri, 9:30 AM–3:30 PM). **If we're closed or not in the office, use the silver drop box to the left of our office doors.**

3 STEP 3 OF 3

We'll schedule your lease signing and move-in

STARTS After steps 1 & 2

Your reservation begins once we've received **both** your signed agreement and your holding deposit payment. We'll then schedule your move-in appointment, send your move-in checklist and prepare your lease.

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Holding Deposit Agreement

Owner/Agent: SNR Property Management

Applicant name(s): Jordan Example & Casey Example

Approved property name / address: Sample Commons · Unit 204 · Tacoma, WA 98408

Expected monthly rent: $ 1,650.00 **Holding Deposit Amount: $** 400.00

Proposed move-in date: February 1, 2027 **Lease signing deadline / hold expiration:** January 26, 2027

The deadline runs through the end of the stated date, Pacific Time. **Applicant initials:** _____

1. Property reservation and payment. Owner/Agent has offered housing at the approved property above. The reservation begins upon receipt of payment and this signed agreement and continues through the deadline. The deposit applies to that property; the unit choice within it may change by written agreement, subject to availability. This is not a lease or a waiting-list fee. No guarantee is made that every unit will remain available. The deposit may not exceed 25% of the first month's rent under RCW 59.18.253 and RCW 59.18.610(4). Any excess resulting from the final unit selection will be promptly refunded.

2. Final charges and lease signing. Expected recurring and one-time charges are estimates based on availability and Applicant's final unit and service selections. Owner/Agent will confirm all charges before issuing the lease and before move-in. Applicant must receive a reasonable opportunity to review the final unit, charges and lease before the signing deadline. Extend the deadline in writing if needed for that review. Unit changes within the property require written agreement and do not forfeit the deposit merely because the unit changes.

3. Retention and credit at occupancy. If Applicant withdraws or fails to sign a lease consistent with the disclosed and accepted terms by the deadline and does not occupy a unit at the property, Owner/Agent may retain the deposit in full, subject to paragraphs 4 and 5 and applicable law. Timely signing continues the reservation through the agreed move-in date; failure to move in permits retention subject to the same exceptions. Upon occupancy, the full deposit is credited to the refundable security deposit, with the required written lease, condition checklist and trust-account disclosure. Lawful installment rights and local charge limits remain applicable.

4. Owner cancellation, final terms or delay. Acceptance remains subject to lawful verification under disclosed screening criteria. If Owner/Agent denies tenancy, rescinds the offer, cannot offer an available unit at the approved property on mutually accepted final terms, or cannot deliver possession on the agreed move-in date, Applicant may cancel and receive a prompt full refund. Declining final terms not previously accepted does not itself trigger forfeiture. A later move-in date requires written agreement. Rent is prorated for delay; none is due before possession is available. Statutory rights and remedies remain intact.

5. Rental assistance and other protections. A failed qualifying tenant-based rental-assistance inspection requires a prompt full refund. If inspection does not occur within 10 days after collection, or a longer agreed period, Owner/Agent may notify Applicant that the reservation ends and must promptly refund the deposit. A pending inspection alone does not trigger retention. Legally required refunds and reasonable accommodations control over deadline and retention terms. A receipt and these written retention conditions will be provided separately immediately upon payment.

Occupants: 2 adults / 0 children. **Approved pets:** One cat

Assistance animals are subject to applicable law and are not treated as pets.

By signing, the parties acknowledge the deadline and retention conditions. Signing does not acknowledge receipt of funds.

Owner/Agent:		**Signature:**		**Date:**	
Applicant:		**Signature:**		**Date:**	
Applicant:		**Signature:**		**Date:**	
Applicant:		**Signature:**		**Date:**	
Applicant:		**Signature:**		**Date:**	

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EXPLANATION OF BENEFITS

Resident Benefits Package

The Resident Benefits Package (RBP) provides you with a package of **all-inclusive benefits and services**. The mandatory monthly fee covers the costs of enrollment.

24/7 Maintenance Support

Maintenance needs don't keep business hours. Our 24/7 maintenance support responds to your maintenance requests around the clock, however you reach out: by text, by phone or through your online resident portal. Requests are prioritized so emergencies get immediate attention, and work is dispatched to the right technician.

One Annual NSF or Late Fee Waiver

We know everyone makes a mistake, which is why we'll waive one Non-Sufficient Funds (NSF) or Late Fee each year. These fees typically cost upwards of $75, but one each year is on us.

Resident Concierge for Utilities

Moving in is a lot of work, so we'll lend a hand. In FolioSpace, you can confirm your utilities on your move-in checklist or schedule a call with AppFolio's free Resident Concierge, who can help you set up utilities and find discounts on services like internet.

Online Portal App & Online Payment Options

We want your experience with us to be easy and instant. You can easily make your payments and access important information, like your lease, through your Online Portal App.

Fee-Free Payment Options

We don't want to charge you anything extra if we don't have to. We provide you with fee-free payment options online and in-person.

Free Credit Reporting of All Rent Payments

We hope you'll stay with us for a long time, but even if you don't we want to set you up for success. That's why we will report all your rent payments to a credit bureau, so that if you do decide to move to a new apartment, they may be able to see just how good of a resident you are.

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Your monthly Resident Benefit Package fee: $15.00 per month

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TENANT INSTALLMENT PAYMENT REQUEST AND AGREEMENT FOR MOVE-IN COSTS

Tacoma Municipal Code (TMC 1.95.040)

DATE: _____

Tenant Name(s): _____

Rental Address: _____

City: _____ State: _____ Zip: _____

The above-listed tenants elect to use installment payments for the security deposit, any non-refundable move-in fees, and last month's rent under TMC 1.95.040. Unless otherwise agreed below, all installment payments are due at the same time rent is due.

Under TMC 1.95.040, landlords may not impose any extra fee, charge any interest, or otherwise impose any cost on a tenant electing to pay in installments. The landlord and tenant must sign any Tenant Installment Payment Agreement and both parties should keep copies.

However, under the Landlord Fairness Code Initiative, TMC 1.100.040, "move in costs" cannot "exceed the first month's rent." "Move-in costs" is defined by the Initiative as to include, in part, security deposits, last month's rent, but excluding a pet fee. **Please see full definition of "move-in fees" in TMC 1.100.090.**

Tenant elects:

☐ To pay installments over the maximum time allowed under TMC 1.95.040; or

☐ A different schedule mutually agreed by the parties and outlined below.

Landlord Initials: _____
Tenant Initials: _____

1. IDENTIFY TENANCY LENGTH

☐ **This tenancy is a month-to-month tenancy.** The total deposit and non-refundable move-in fees may be paid in two consecutive equal payments starting at the inception of the tenancy. TMC 1.95.040(D). **A tenant may pay the last month's rent in 6 consecutive months, in equal installments, at the beginning of the tenancy.**

☐ **This tenancy is a fixed term tenancy from 3 to 5 months.** The total deposit, non-refundable move-in fees, and last month's rent may be paid in three consecutive equal payments starting at the inception of the tenancy. TMC 1.95.040(C).

☐ **This tenancy is a fixed term tenancy for 6 months or longer.** The total deposit, non-refundable move-in fees, and last month's rent may be paid in six consecutive equal payments starting at the inception of the tenancy. TMC 1.95.040(B).

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2. IDENTIFY ALL MOVE-IN COSTS OWING

Security Deposit: $_____

Pet Deposit: $_____*

Total Non-Refundable Fees: $_____

Last Month's Rent: $_____

Total Move-In Costs Owing: $_____

*Under TMC 1.95.040(J)/TMC 1.100.040(c), pet deposits may not exceed 25% of one-month's rent.

3. INSTALLMENT PAYMENT SCHEDULE

	DUE DATE	AMOUNT
Payment #1	(Beginning of Tenancy)	$
Payment #2		$
Payment #3*		$
Payment #4*		$
Payment #5*		$
Payment #6*		$
TOTAL MOVE-IN COSTS OWING		$

*If required by initial tenancy length or mutual agreement of the parties.

A tenant's failure to pay according to this agreed payment schedule is a breach of the rental agreement. The landlord may treat the default in payment as rent owing and issue a notice to pay rent-or-vacate according to applicable federal, state, and local laws.

_____ _____

Owner Or Agent Signature Tenant Signature

_____ _____

Owner or Agent Printed Name Tenant Printed Name

_____

Co-Tenant Signature

_____

Co-Tenant Printed Name

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