



## Humboldt Property Management

(A division of Humboldt Realty, Corp)

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Residential \* Commercial \* Lt. Industrial

### HOW TO APPLY

Once you have found a property on our list that you are interested in, please drive by the property to ensure that you know where it is located prior to the showing and that you like the surrounding area/neighborhood. Please do not disturb current tenants.

After you have driven by, please call our office to schedule an appointment to view the interior with a manager. We can only set up showings for properties that are vacant, and if there is already a showing scheduled, feel free to show up and view it. If the unit is upcoming and not vacant, there is a date in the description of when we expect the current resident to move out. When the tenant has vacated and we have done our move out inspection, we will list the unit as current and you can call to set up an appointment.

Our showings are updated daily and posted on our website. Please show up to showings on time or five minutes early and stand by the front door. Our agents are on a tight schedule and will not be able to wait for you.

If you are unable to attend a showing, someone in the area that you trust can attend the showing for you but please be advised you are required to attend a showing in order to submit an application. There is a \$30.00 application fee per applicant over the age of 18, married couples only submit one application, and there is a \$10.00 co-signer fee that is due at the time of submission.

Submitted applications are good for 90 days. We encourage you to see as many properties as possible and fill out an add slip to list multiple addresses in order of preference.

Please be aware that it takes us seven (7) business days from the date of submission to process your application.

We process everyone who applies and we do not operate on a first come first serve basis. We will try to call you by the eighth (8<sup>th</sup>) day but it can take longer.

Please do not call our application processor to check the status of your application for the first seven (7) business days. We will call you if we require anything further for your application and we will also inform you when a decision is made.

If there are multiple people you are applying with, we will only inform one of you of the decision.

Please do not walk into the office to request to see your application. We will not have the time to look for it.

Please keep in mind that you are not the only applicant that we are working with. We request that you be patient with us as we are trying our best to process applications in a timely manner. We know how important it is for you to secure housing and we are here to help with that process.