

# Cliffside

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## Cliffside LLC – Process To Secure An Apartment

1. **View apartment & review leasing requirements.** To apply for an apartment, you must first tour the interior and exterior of the building. Applications are not accepted unless all applicants have viewed the property. For applicants from out of the area, one member of the group of residents or another individual identified by the applicant must visit the property in person and use Skype, FaceTime, or another interactive “real time” method of taking a virtual tour of the property on behalf of those not present in person.
2. If you have pets, introduce them in-person to manager for approval
3. Fill out *Holding Agreement* & pay holding fee to prevent our leasing the rental others
  - a. Holding fee is equal to first month’s rent.
  - b. It is not refundable if you don’t sign lease unless landlord rejects your tenancy on basis of your application
4. Complete the online application
  - a. Use **APPLY** tab at [www.FremontViewApartments.com](http://www.FremontViewApartments.com) or [www.TheTrollEye.com](http://www.TheTrollEye.com)
  - b. Each occupant as well as any co-signers must apply separately
  - c. When applying online you will be asked to pay the application fee, currently \$45/applicant, payable by credit or debit card online (we never collect or accept cash or check payments of application fees). If you require additional time or assistance to complete an application due to limited English proficiency or disability, please contact us via email and describe the reasons why you require additional time and any proof of need you wish us to consider. The date and time of your request for additional time is received by us will be treated as the date and time of the submission of your application

NOTE: All residents over 18 years of age must submit a separate application and in the case of a group of occupants, the application will not be considered to be complete until all members of the group have submitted their application.
5. Send a confirming email to us so we know to look for your application. Include the following items:
  - a. Photograph of your government issued ID (An application without proof of identity is not complete)
  - b. Documentation verifying your income.
  - c. Verification of employment and salary/wages. This may consist of:
    - Recent paystubs from verifiable employer
    - Tax return copies for self-employed applicants.

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- Proof of regular investment earnings, social security or other form of governmental rental supplement.
  - Any additional sources of income that applicant wishes to disclose (i.e. child or spousal support, trust income, financial reserves, etc.).
  - Any rental subsidies which you wish us to consider. **NOTE:** Exceptions to minimum income requirements are applicable for Section 8/subsidized applicants as provided in SMC 14.08.040(F).
- d. Rental references including contact information for your previous two landlords
  - e. Documents verifying your income
6. Watch your email for any requests for additional information. You must respond to any information requests within 72 hours.
  7. Wait for Cliffside to approve or reject your tenancy
    - a. *If rejected*, your holding fee will be returned within 48 hours and you will be given a written explanation why your tenancy was rejected
    - b. *If approved*, you must execute a lease with landlord within 5 days of approval.
  8. Execute lease with landlord
    - a. If you are approved for tenancy, you must agree to the occupancy and rent commencement date set forth in the offer you receive. If you do not accept all terms of any such offer of tenancy within 24 hours of receipt, then your offer automatically terminates and we will proceed to the next applicant (if any).
    - b. Lease must be executed within 5 days of landlord's approval of your tenancy
    - c. Upon lease execution, holding fee will be converted into your first month's rent
    - d. But if you fail to execute a lease within five (5) business days of approval, your tenancy and any rights to your tenancy automatically terminates and your holding fee is forfeited

### If you have pet(s):

1. Weight limit per pet: 35 pounds/pet
2. Maximum number of pets: Two (2)
3. Breed Restrictions: May apply
4. Additional renters insurance requirements apply