RENTALS BY SPIVEY

GRAYS HARBOR PROPERTY MANAGEMENT



RENTALS BY SPIVEY · 2027 EDITION

The Renter *Guide*

Everything about renting with us in Grays Harbor, from your first look to the day you hand back the keys.



our promise

Quick answers, quick *fixes*

We return every call and message by the end of the next business day, handle maintenance quickly and courteously, and keep our homes to a high standard.

INSIDE

01	Find a home & apply
02	How you qualify
03	Move-in costs, rent & utilities
04	Living here & your lease
05	Your team & maintenance
06	Moving out & questions

REACH US

360-519-4425

Call or text · Resident Center for requests & rent
101 N Park St, Aberdeen · rentalsbyspivey.com

welcome home

Your first *30 days*

Six small things in the first month make the whole lease easier.

1

Join the Resident Center

Rent, your balance and maintenance requests all live there.

2

Set rent to autopay

So the 1st takes care of itself, every month.

3

Get renters insurance

It covers your things; the owner's policy covers the building.

4

Save our number

360-519-4425, for calls and texts.

5

Take your own photos

Every room on move-in day, on top of ours.

6

Tell us what you find

Anything in your first days, so it's fixed and on record.





01 · FIND A HOME

See it *first*

Browse what's open

Every home is on rentalsbyspivey.com, live from our leasing system, with the rent, move-in total, pets, laundry, parking and utilities.

Hear about it first

Get new rentals by email or text the minute they open. Our Saturday email rounds up the week.

Take the walk-through

Many of our homes have a video tour on the listing, filmed by our team.

Apply once

One application covers every home you apply for in six months.

01 · APPLY

One application, six *months*

Apply online in about 15 minutes. Each adult 18 and over fills out their own, and incomes add up. **$35 per adult**, held six months.

WHAT HAPPENS NEXT

1	You apply online and pay the $35 fee.
2	We screen it in about 5 to 7 business days and answer by email.
3	Approved? We set up your tour, so you're not competing with window shoppers.
4	Sign the lease and pay the move-in total.
5	Move-in day: we walk the home with you and photograph every room.

HAVE READY

Photo ID for each adult, recent pay stubs or proof of income or assistance, past addresses with landlord contacts, and your co-signer's details if you're using one. First time renting? Co-signers are welcome, and assistance counts as income.



The 9-point *criteria*

1 3× monthly income (assistance counts, figured on your share)	2 Credit score 620 or above	3 Lease start matches available date
4 100% payment history	5 Clear background check	6 No more than 2 people per bedroom
7 Non-smoking preferred	8 Pets match apartment standard	9 1+ year work history (same job)

Every application is scored the same way. A perfect score is rare, and we regularly approve 7s and 8s. Ties go to the earliest application. The only automatic disqualifier is a history of violent crime; a low credit score, collections, a past eviction, a pet or smoking can lower a score but won't rule you out.

As Washington law requires, we don't count evictions for unpaid rent from March 2020 through December 2021, eviction records a court has limited, or sealed juvenile records. If we turn down an application or add conditions, we tell you why in writing.



No *surprises*

Every listing shows its total due before move-in. It's always built the same way:

First month	Rent, less any move-in special
Security deposit	Listed on each home
$35 per adult	Application fee
Other fees	Only what the listing names, like a pet deposit if you have a pet. A fee that's nonrefundable says "nonrefundable" in the lease. No admin fees.
Installments	You can ask to pay the deposit and fees in installments. Just ask.
Your deposit back	Within 30 days of move-out, with an itemized statement. We only keep money for damage beyond normal wear and tear and anything still owed, based on the move-out walkthrough.





03 · MOVE-IN DAY

Day one, on *record*

Move-in inspection	Before you move in, we walk the home with you and take photos room by room. You and our inspector both sign it, and it's what the move-out walkthrough is compared to.
Paying rent	Pay online in the Resident Center, any time, and see your balance there. You can set it to pay automatically.
Your utilities	Put the ones that are yours in your name starting on move-in day. Who to call, town by town, is a few pages on.
Questions about a charge?	Call 360-519-4425 or ask in the Resident Center. We answer by the end of the next business day.

Rent & the *rest*

Rent

Due on the 1st, with a grace period through the end of business on the 5th. On the 6th a $35 late fee applies, plus $10 a day after that until rent and fees are paid in full. Pay online in the Resident Center.

Lease

Most leases are 12 months. Each listing says.

Utilities

Different for each home. Every listing shows what's included and what you pay.

Renters insurance

Recommended, not required. Usually $10–15 a month, and it covers your things (the owner's policy covers the building).

RENT, BY THE CALENDAR

1st	5th	6th
DUE	GRACE ENDS	$35 + $10/DAY



Who to *call*

Your listing says which utilities you pay. For the ones that are yours, put them in your name starting on move-in day.

POWER

GRAYS HARBOR PUD · EVERY TOWN BUT MCCLEARY
(360) 532-4220

MCCLEARY LIGHT & POWER
(360) 495-3667 ext. 120

WATER & SEWER, BY TOWN

ABERDEEN
(360) 533-4100

HOQUIAM
(360) 538-3963

OCEAN SHORES
(360) 289-2487

WESTPORT
(360) 268-0131

MONTESANO
(360) 249-3021

COSMOPOLIS
(360) 532-9230 ext. 106

ELMA
(360) 482-2212

MCCLEARY
(360) 495-3667 ext. 102

Garbage: LeMay (360) 533-1251 in most towns; Hometown Sanitation (360) 533-7319 in Hoquiam. Natural gas: Cascade (888) 522-1130.

Hoquiam charges a $10 setup fee for new water accounts.



04 · LIVING HERE

Good *neighbors*

Who lives here	Only the people on the lease. Anyone staying more than 7 days needs to apply. Let us know the name and plate of any guest's car.
Pets	Approved home by home, in writing. When pets are allowed, the pet rent and pet deposit are listed on the home.
Service & assistance animals	Aren't pets. No pet rent, deposit or fee for them, even in a no-pets home.
Quiet hours	10 pm to 7 am.
Smoking	None of any kind, including marijuana, inside the home or within 25 feet of the building.



04 · LIVING HERE

Take care, *together*

Shared spaces

Walkways, stairs and halls stay clear. Vehicles must run; no boats, trailers or RVs. All trash bagged and inside the bins.

Decks & patios

Barbecues, outdoor furniture and plants only. No storage or laundry drying.

Keep it healthy

Use heat and airflow to keep moisture and mold away. No sheets or blankets as window coverings.

Inspections

At least once a year, with at least two days' written notice.

Lockouts

We keep a spare key. Lockout help is $75 at the time of service.

In *writing*

Renewals

We reach out before your lease ends. Any rent increase comes with at least 90 days' written notice, as Washington requires.

Accommodations

If you have a disability and need a change to a rule, a policy or the home, ask in writing or call us. We answer every request. Assistance animals aren't pets.

Subletting

No subletting and no short-term rentals, like Airbnb, without our written OK.

Smoke & CO detectors

Test them monthly and tell us right away if one isn't working. Never remove or unplug them.

After hours

For an emergency, call 360-519-4425. For fire, call 911. Water shut-off numbers are on the maintenance page.



meet the team

Who takes care of your *home*

A local, family-owned team in one office on N Park St, from the first call to the last walkthrough.



Kevin
OWNER · MANAGING BROKER



Candice
OWNER · MARKETING & DESIGN



Lindsey
PROPERTY MANAGER



Kailey
RESIDENT MANAGER



Kylee
ASSISTANT PROPERTY MANAGER



Allison
BOOKKEEPING



Tiffany
MARKETING

say hi

360-519-4425

101 N PARK ST · ABERDEEN

UNDER ONE ROOF

Our own *crews*



Maintenance

Andy, Hunter & Cliff from Spivey Building Co., our sister company.



Cleaning

Christy turns every home between residents, so move-in day starts fresh.



Photography

Nicole photographs every home before it lists, so you see what you're getting.



Video tours

Some of our homes have a walk-through video right on the listing.

Ask once, *tracked*

Use the Resident Center	For anything that isn't urgent. It's time-stamped, it reaches the right person and you can follow along. Pay rent and see your balance there too.
Report leaks within 24 hours	Leaks and slow drains get worse fast. Never put grease, wipes, sanitary products, diapers or toys down a drain; repairs from misuse are the resident's cost.
Call for an emergency	Anything that will do serious damage if it waits, usually water or fire. When in doubt, call.

EMERGENCY NUMBERS

FIRE

911

OFFICE

360-519-4425

ABERDEEN WATER

360-537-3213

HOQUIAM WATER

360-533-8935

GAS, SEPTIC, POWER LINES

Call the utility or 911

Hand it back *ready*

Give written notice: at least 20 days before the end of the month on a month-to-month, and at least 30 days before the lease ends on a lease. Check your own rental agreement first. Then work through this before your walkthrough. Carpets are professionally cleaned at the resident's cost.

EVERY ROOM

- ☐ Repair damage; remove nails and shelves, patch holes
- ☐ Replace burnt-out bulbs; smoke and CO detectors working
- ☐ Clean windows, tracks and sills; wipe or replace blinds
- ☐ Wipe walls, trim, heaters, vents, switch covers, doors and knobs
- ☐ Sweep, mop and vacuum every floor
- ☐ Take out every belonging, all debris and garbage

KITCHEN

- ☐ Empty and wipe cabinets and drawers, inside and out
- ☐ Empty and wipe the fridge and microwave
- ☐ Clean the oven, dishwasher and washer/dryer; wipe them down
- ☐ Wipe counters, backsplash, sink and fixtures

BATHROOMS

- ☐ Empty and wipe vanity cabinets and drawers
- ☐ Wipe counters, sinks, fixtures and mirrors
- ☐ Clean toilets, tubs and showers



Good to *know*

Do I pay the application fee every time?

No. Your application stays on file for 6 months, so one $35 fee covers every home you apply for in that time.

Do I need a perfect 9/9?

No. We regularly approve 7s and 8s. A 9/9 gets the first chance, and ties go to whoever applied first.

Do you accept Section 8, CCAP and other assistance?

Yes. Rental assistance counts toward income, and the 3× income test is figured on the part of the rent you pay.

Can I tour before I apply?

We set up tours after you're approved. Since one fee covers six months of applications, applying first doesn't cost you extra.

I've never rented before. Can I qualify?

Yes. Co-signers are welcome, assistance counts as income, and a less-than-perfect score doesn't rule you out.

Can I have a service or assistance animal?

Yes, in every home, even no-pets homes. They aren't pets, so there's no pet rent, deposit or fee.

How do I get my deposit back?

Within 30 days of move-out we send what's left with an itemized statement. Only damage beyond normal wear and tear and anything still owed comes out of it.

keep this handy

The short *version*

CALL OR TEXT
360-519-4425

OFFICE
101 N Park St, Aberdeen

RENT DUE
The 1st · late after the 5th

REPAIRS
Resident Center · emergencies, call

LEAKS
Report within 24 hours

QUIET HOURS
10 pm to 7 am

RENT INCREASES
90 days' written notice

MOVING OUT
30 days' notice on a lease

DEPOSIT BACK
Within 30 days, itemized

LOCKOUT HELP
$75 at the time of service

Every rental, open now, with rent, move-in total and photos. Scan to see them.



let's get you home

Find your next *rental*

Browse what's open now and apply online, or reach us any day of the week at 360-519-4425.

rentalsbyspivey.com

360-519-4425 · 101 N PARK ST, ABERDEEN, WA

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GRAYS HARBOR PROPERTY MANAGEMENT

EQUAL HOUSING OPPORTUNITY