

**Riches Management
PO Box 5014
Salem, OR 97304
503-315-7116/Office & Fax
503-932-9368/Cell**

This letter is to inform any and all persons of which you apply for an apartment;

You must inform us prior to receiving your "Non-Refundable" application fee of \$35.00 per person if there is anything on your credit report as in prior evictions, any arrests and/or how your credit is so that we may "pre-screen" you prior to taking your application fee.

Once you apply for the apartment, your application fee is "Non-Refundable" and will not be returned due to we have performed a service for you.

Your "Security Fee" of \$_____ is "Non-Refundable" prior to move-in. So, once you have paid us your security fee to hold the apartment, if you change your mind prior to moving in, your money is "Non-Refundable" and will NOT be refunded. Once you move-in, your "Security Fee" becomes your security deposit and will remain with the property until you move out and is refundable less any damage or fee's owing.

This notice is given to all persons that apply for any apartments owned and operated by Riches Management.

Thank you,

**Sonija Riches
Riches Management**

Applicant Initials