

Virtual Open House Cheat Sheet.

Enclosed are images of the screens you will see while filling out your open house requests. It would be a good idea to collect all of the information in advance and have it ready when the portal opens on Saturday at 8:00 am. The red stars indicate that it is a required field of information. The image below will be the first page you will see when you start the process.



Phone: 208/8
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ARCH

Your Name: *

Phone: *

Do you accept text messages?

Email: *

If you are a current tenant what is your address?

Roommate Names:

Year in School:

Number of Bedrooms:

Earliest Available Date Latest Available Date

Desired Move in Date (mm/dd/yyyy): *

Do you have a pet?

Comments:

CONTINUE TO VIEW AVAILABLE RENTALS

DO NOT PRESS THE BACK ARROW ON YOUR BROWSER. Doing so will cause you to lose your submission and you will need to start over.

Have the following information ready to go:

Your Name:

Phone Number:

Email Address:

If you are current tenant, what is your address?

Roommate names:

Year in School:

Number of Bedrooms:

Earliest date you would move in:

Latest date you would move in:

Date you would like to move in:

Do you have a pet?

Additional comments:

- If you have two or three roommates, only submit one request with everyone's name on it.
- Year in School will have three choices: Undergraduate, Graduate, Not a Student.
- Selecting dates will help to narrow your search.
- If you have a service animal, do NOT select that you have a pet, please provide that information in the Comments box.

Click "continue to view available rentals" and proceed to page two.

This is page two of the process. This page will have units that are possible for you to rent based upon the dates, pet, and number of bedrooms you selected on page one. Choose up to four rentals by clicking the + button in the upper left-hand corner. It will turn orange when selected.


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Choose up to four rentals by clicking the + button. [NEXT](#)



1412 W A ST APT 212
Campus View North
Apartment available
02/25/2025
10 Month Lease:
\$1240.00/mo
12 Month Lease:
\$1080.00/mo

2 bedroom, 2 full bath
complex near UI Rec
Center & Palouse Mall,
deck with storage, with
10 and 12 month leases
available



831 Travois
3plex/4plex available
02/19/2025
10 Month Lease:
\$0.00/mo
12 Month Lease:
\$1160.00/mo

2 Bedroom 1 1/2 bath
townhouse, close to
Chipman trail with WD
hookups.

[NEXT](#)

Click next to continue to page three:

Almost finished. This is an image of page three where you will rank your choices that you have selected. If you chose four rentals you will rank these 1, 2, 3 and 4. It would be best to know your ranking *before* you start.

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Use the drop down list to rank your choices by order of preference. Click "I'M FINISHED" to complete your selection. **I'M FINISHED**

Photo currently not available

1412 W A ST APT 212
Campus View North

Order By Preference ▾

Photo currently not available

831 Travois

2

CLEAR PREFERENCES **I'M FINISHED**

Select "I'm Finished" to complete your request.

Congratulations you are done!

You will receive this screen as a final confirmation that your form was submitted.

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Thank you for submitting your request.
You will be receiving an email confirmation of your request soon.
Palouse Properties will be in contact with you to confirm your priorities.

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