



# Application to Rent

Property Name: \_\_\_\_\_ Unit #: \_\_\_\_\_

Full Legal Name: First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Prior Names (if Applicable) : \_\_\_\_\_

Phone Numbers H: \_\_\_\_\_ C: \_\_\_\_\_ W: \_\_\_\_\_ email: \_\_\_\_\_

List all places of residence over the last four (4) years, listing the current address first.

Full Address	City, State & Zip	Owner/Mgr Name	Phone	Dates (to-from)
				/ / - / /
				/ / - / /
				/ / - / /
				/ / - / /

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Driver's License Number : \_\_\_\_\_ State: \_\_\_\_\_ Expires: \_\_\_\_/\_\_\_\_/\_\_\_\_ must show photo ID to leasing agent.

### Occupancy Information:

For what date are you seeking occupancy? \_\_\_\_/\_\_\_\_/\_\_\_\_

List all people that plan to reside with the above applicant. Anyone who is 18 years of age or older who is not a dependent of the above, must complete a separate rental application, pay a screening fee and sign all lease documents:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Are you a smoker?  Yes  No Note: Rental may have a No Smoking Policy, please inquire for further details.

Do you have a water-filled bed/furniture or aquarium?  Yes  No Note: If yes, a Renter's Insurance rider will be required.

Do you have Renters Insurance?  Yes  No Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Pet(s)?  Yes  No If yes, how many? \_\_\_\_ Type(s): \_\_\_\_\_

Breed(s): \_\_\_\_\_ Weight(s): \_\_\_\_\_ Note: Rental may have a No Pet Policy or weight limit, inquire for details.

In the last seven (7) years, have you been convicted of, or do you have any charges pending for a criminal offense?  Yes  No

If "Yes", explain: \_\_\_\_\_

Are you aware of any credit issues that may disqualify you for housing?  Yes  No Explain: \_\_\_\_\_

Have you ever filed suit against a landlord or been a defendant in an unlawful detainer (eviction)  Yes  No If Yes, year filed: \_\_\_\_\_

Nearest relative, other than roommate to be notified in case of emergency:	Relationship	Phone

### Income History

List both current and previous employer, if you have not been at this position for the past 3 years.

Employer, Company Name	Position Title	Supervisor	Phone	Salary	Dates (to-from)
					/ / - / /
					/ / - / /

Other source of verifiable income:	Amount	Dates (to-from)
		/ / - / /
		/ / - / /

### Vehicle Registration

Description of any vehicles you would like to keep on the property. Permission must be obtained to park on premises.

Vehicle Make	Model	Year	Color	Plate#	State



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Full Legal Name (including middle name): \_\_\_\_\_

**Qualifications for Tenancy which may be considered:**

**Source of Income:** The total combined monthly gross income of all rental applicants in a given rental unit must be at least three (3) times the monthly rental rate. Only income that can be verified will count. Applicants must have the same source of income or employment for a minimum of six (6) months. Valid source must be provided to verify income (ex: employer phone number, check stub for the past three pay periods, SSI/Disability document, child support documents, etc.) If applicant is self-employed, last year's tax returns must be provided.

**Credit:** Applicant is able to demonstrate fiscal responsibility. Applicant has no delinquent payments or past pattern of delinquency. Applicant's debt/income ratio is no more than 50%. Credit score should be 650 or above.

**Public Records:** Applicant has a public record history free of criminal offenses harmful to persons or to property. No prior evictions appear on applicant's record.

**Landlord Reference(s):** Applicant must be able to provide references from previous housing provider unless it is their first rental. Applicant must be able to demonstrate a pattern of meeting their rental obligations, leaving prior rental properties in good condition and not having a pattern of complaints from neighbors.

**Other:** Applicant was respectful of leasing agent, property and other neighbors. The party acting as leasing agent or site manager met each applicant and viewed valid identification. Applicant is able to pay screening fee of \$45.00 (includes \$4.27 sales tax) for each applicant and can pay all monies required. I hereby authorize Phillips Real Estate Services, as Agent for the rental Property Owner, its leasing agents or apartment managers to verify the information provided on the application for initial tenancy and again upon any future lease modifications or renewals including but not limited to obtaining credit reports, character reports, civil and/or criminal records, verifying source of income and rental history. I agree a copy of this application may be faxed or copied for verification of such authorization. I understand that false, fraudulent or misleading information may be grounds for denial of tenancy and/or forfeiture of my Rental or Lease Agreement. Applicant understands this application shall not be considered submitted until the "Disclosure Notice" is completed and signed by Landlord or its Agent and the screening fee is paid.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Applicant's Signature: \_\_\_\_\_

In compliance with the Fair Credit Act and RCW 59.18.257(2) we inform you information on your credit record is provided by: Experian PO Box 2103 Allen, TX 75013. If you are declined tenancy based on credit, you may obtain a free copy of your credit report and/or dispute the accuracy of information provided by contacting Experian at 888.397.3742 or visiting [www.experian.com/disputes](http://www.experian.com/disputes). To dispute your public/criminal record results contact AppFolio at 50 Castilian Dr, Santa Barbara, CA 93117, 866.648.1536 or visit [www.appfolio.com/consumer](http://www.appfolio.com/consumer).

FOR MANAGEMENT USE ONLY (use by references, leasing agent and/or resident manager only)

**Landlord References:**

REFERENCE QUESTIONS	PRESENT LANDLORD/RESIDENCE	PREVIOUS LANDLORD/RESIDENCE
Was rent paid promptly?		
Was tenant destructive or disruptive?		
Would you re-rent to this tenant?		
Name and title of person giving reference:		
Other comments:		

**Source of Income Verification:**

Employment Reference verified by (name)	Title	Length of employment	Salary	Outlook for continued employment	Comments
			\$ /		
Other Income Verified by (name)	Title	Time period to receive income	Amount	To whom in other income payable to	Comments
		-	\$		
		-	\$		

Applicant passed: **Credit record:** \_\_\_ Yes \_\_\_ No **Public Record:** \_\_\_ Yes \_\_\_ No **Reference checks:** \_\_\_ Yes \_\_\_ No

Application has been: \_\_\_ Accepted \_\_\_ Accepted w/conditions\* \_\_\_ Denied\* \*Adverse Action notice sent \_\_\_/\_\_\_/\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Leasing Agent/Site Manager's Signature: \_\_\_\_\_

Original Application is to be kept at Phillips Real Estate Services w/full Lease Package if accepted or w/Disclosure Notice if declined.