



843 6<sup>th</sup> Street  
Bremerton, WA 98337  
(360) 479-3024 phone  
(360) 792-0919 fax

**Application Checklist** *(One per Applicant)*

Please provide all of the items on our checklist in order to ensure that the application(s) is/are processed as quickly as possible.

- ✓ **Completed Application (One per person 18 years of age or older)**  
Be sure to provide all the necessary information. If an item does not apply, please write "N/A" on the line so that we know you did not accidentally leave it blank.
- ✓ **Signed Resident Selection Criteria (One per person 18 years of age or older)**
- ✓ **Photo Identification – Any ONE of the following:**
  - Driver License
  - Military ID
  - Government Issued Identification Card
  - Permanent Resident Card
  - Passport / Visa
- ✓ **Social Security Number**
- ✓ **Income Verification – Any ONE of the Following**
  - Pay Stubs- Must provide consecutive 6 months of employment or letter of hire stating wage and hours to be worked per week or month.
  - W2 or Previous Year's Tax Return Filing (for self-employed)
  - Benefits Letter for: Social Security Benefits.
- ✓ **Application Fee**  
\$35.00 per person 18 years of age or older. This is a non-refundable fee. Acceptable methods of payment are: Money order, cashier's check, credit or debit. We do not accept cash payments.

## TENANT SELECTION CRITERIA

**Occupancy Guidelines** – The following occupancy standards apply based on 2 persons per bedroom, plus one.

1 Bedroom	3 Persons
2 Bedroom	5 Persons
3 Bedroom	7 Persons
4 Bedroom	9 Persons

**Age** – Applicants must be 18 years of age or older unless deemed to be an adult under applicable law. Some applicants will be required to provide current proof of emancipation.

**Credit** – A credit history report will be performed on all applicants. Income plus verified credit history will be entered into a credit scoring model to determine rental eligibility and security deposit levels. Unfavorable accounts which will negatively influence this score include, but are not limited to: collections, charge-offs, repossessions, and current recent delinquency; and open bankruptcies will result in an automatic denial of the application.

**Income** – Gross income for all applicants in one unit will be combined and entered into the credit scoring model for income eligibility. All applicants will be asked to provide the most recent consecutive 6 months of pay stubs from Application Date. If handwritten pay stubs are supplied, the documents must be notarized by applicable persons. Applicants must have a minimum combined gross monthly income of **3 times the monthly rent**. Additional sources of verifiable income may be considered. These sources may include child support (with proof payments are current), pensions, disability, trust funds, social security and savings accounts.

**Employment** – Must show 6 months of consecutive employment. If employment is to begin work shortly, the applicant must provide a “letter of intent” to hire from the employer. This must be an official letter on company letter head.

**Self-Employment, Retired or Unemployed** – Such applicants must provide twelve months of financial statements and must exhibit no negative references. Seasonal employment must be verified by providing the prior year’s tax return.

**Criminal History** – A criminal background check will be conducted for each applicant. Consideration will be given to mitigating factors including the type of the crime and the length of the time since conviction. Absent sufficient mitigating factors, the application will be denied for any of the following reported criminal related reasons.

- Any felony convictions involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child sex crimes, extensive property damage or drug-related offenses (sale, manufacture, delivery or possession with intent to sell), or felony burglary or felony robbery.
- Any misdemeanor or gross misdemeanor involving an assault, intimidation, property damage, weapons charges, criminal trespass, theft, dishonesty, prostitution. or that is sex-related or drug-related (sale, manufacture, delivery or possession with intent to sell).
- Any household member that is a registered or unregistered sex offender.

**Rental History** – Applicant must have a minimum of 6 months cumulative verifiable rental or mortgage payment history within the last 12 months. Applicants not having verifiable rental or mortgage history may require an additional deposit, equal to one months rent and or Co-signer.

Each applicant must have a history of meeting prior lease or mortgage obligations and leaving any prior rented properties in good order. Significant adverse rental history may disqualify an applicant.

**Co-Signers** – Co-signers will be accepted for applicants who do not meet the required rent-to-income ratio or denied on credit. The co-signer will be required to complete an application and pay a full application fee. Co-signers must have a **gross monthly income of 4 times** the monthly rent and meet all other qualifying criteria identified in this screening policy.

**Pets** –Only two pets are allowed per unit. Pets must be at least twelve (12) months of age and weigh less than 30 lbs. A non-refundable \$250 pet fee per pet will be required as well as a monthly fee of \$20.00 per pet.

**Vehicles**-Vehicles must be operational and have current registration. Boats or trailers are not allowed at any time. No storing of vehicles allowed.

**Deposit Levels** – The results of the credit report will determine the amount of Application Deposit. The maximum deposit is equal to one month's rent.

**Falsification of Application** – Any falsification in Applicant's paperwork will result in the automatic denial of Application. In the event that an Applicant falsifies his/her paperwork, owner has the right to hold all deposits and fees paid to apply towards liquidated damages.

**Application Fees** – As allowable by State and Local legislation, a separate payment for the application fee must be provided with the completed rental application form.

**Application will not be considered until the Application has been fully executed and returned, and all applicable Application fees have been paid. I have read and understand the entire resident screening policy of this home.**

**Applicant Signatures:**

**Date:**

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If your application is denied the landlord is required to provide you with a written notice of adverse action that states the reason(s) for taking adverse action. Adverse Action can be denial of your application or approval on condition. You have the right to dispute the accuracy of the information in the tenant screening report. You have a right to a free copy of your tenant screening report. Screening fees are non-refundable. Applicant may be denied for providing false, inaccurate or misleading information or for an incomplete application.



EST. 1888

# RENTAL APPLICATION

Approved: \_\_\_\_\_ Date \_\_\_\_\_

Denied: \_\_\_\_\_ Date \_\_\_\_\_

Reason: \_\_\_\_\_

**PLEASE PRINT CLEARLY - ILLEGIBLE INFORMATION CAUSES DELAYS IN PROCESSING YOUR APPLICATION**

Property: \_\_\_\_\_ Rent: \$ \_\_\_\_\_ Move-in Date: \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_

### APPLICANT INFORMATION

**EACH APPLICANT Must Fill Out A Separate Application.**  
 Applicant  Spouse  Co-Applicant  Guarantor

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Last First Middle Maiden

Driver's License Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_ Phone: \_\_\_\_\_

Have you gone by any other names?  Yes  No Please List: \_\_\_\_\_

Other persons to occupy the property: \_\_\_\_\_

Email: \_\_\_\_\_

Automobile Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License Number: \_\_\_\_\_

Contact in case of emergency: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### RESIDENCE HISTORY

**IT IS THE APPLICAN'T RESPONSIBILITY TO ENSURE ALL INFORMATION IS CORRECT AND COMPLETE. MISSING OR INCOMPLETE INFORMATION IS GROUNDS FOR REJECTION.**

#### CURRENT ADDRESS

#### PREVIOUS ADDRESS

\_\_\_\_\_  
Number Street Name Apt #  
\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Number Street Name Apt #  
\_\_\_\_\_  
City State Zip

Rent \_\_\_\_\_ Moved in: \_\_\_\_\_ Out: \_\_\_\_\_

Rent \_\_\_\_\_ Moved in: \_\_\_\_\_ Out: \_\_\_\_\_

Landlord: \_\_\_\_\_

Landlord: \_\_\_\_\_

LL Phone: \_\_\_\_\_

LL Phone: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Reason for leaving \_\_\_\_\_

### EMPLOYMENT HISTORY

**INFORMATION ON EMPLOYMENT HISTORY MUST BE CORRECT AND COMPLETE IN ORDER TO VERIFY INCOME. PLEASE LIST PHONE NUMBERS OF PERSON TO VERIFY EMPLOYMENT.**

#### PRESENT EMPLOYER

#### PREVIOUS EMPLOYER

#### Other Monthly Income

\_\_\_\_\_  
Name of Company or Employer  
Phone: \_\_\_\_\_  
Position: \_\_\_\_\_  
Monthly Earnings: \$ \_\_\_\_\_  
Start Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Company or Employer  
Phone: \_\_\_\_\_  
Position: \_\_\_\_\_  
Monthly Earnings: \$ \_\_\_\_\_  
Start Date: \_\_\_\_\_ End: \_\_\_\_\_

Source \_\_\_\_\_  
Monthly amount \$ \_\_\_\_\_

### MISCELLANEOUS INFORMATION

Do you have any pets or do you intend to get any pets? \_\_\_\_\_ If yes, what kind? \_\_\_\_\_  
Have you or any other occupant ever been convicted of a criminal offense?  Yes  No  
Have you or any other occupant ever been evicted?  Yes  No  
Are you or any other occupant a registered Sex Offender?  Yes  No  
Have you filed bankruptcy in the last 10 years? \_\_\_\_\_ Reason: \_\_\_\_\_

I understand that according to state and federal laws I have the right to dispute the accuracy of information provided by owner/landlord/agent disclosed above, and upon written request, the right to a complete and accurate disclosure of the nature and scope of the investigation and/or a written summary of my rights under the FCRA & WA Fair Credit Reporting Act. I certify that to the best of my knowledge all statements made herein are true and correct. I am aware that false, fraudulent or misleading information disclosed above may be grounds for denial of tenancy or subsequent eviction. I am also aware that an incomplete application causes a delay in processing and may result in denial of residency. I understand that a NON-REFUNDABLE APPLICATION FEE of \$35.00 will be charged for processing. I hereby grant permission to the owner/landlord/agent to obtain credit reports, public record information, verification of rental history, credit history, employment history & any necessary information.

Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

Rev 05/22

