



MANAGERS – Visual Proof of Drivers License or State I.D.:  Yes  No I.D. Checked by: \_\_\_\_\_

Each adult over the age of 18 must complete a separate application.

Co.ID:	Mgmt Company	Community Contact	Community Tel #	Advertising Source
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Rental Property Address: \_\_\_\_\_

COMPREHENSIVE  CREDIT/CRIMINAL/EVICTION

APPLICATION TO RENT Apartment # \_\_\_\_\_ Move-in Date \_\_\_\_\_ Rent \$ \_\_\_\_\_ Lease \_\_\_\_\_

Applicant  Roommate w/ \_\_\_\_\_  Cosigner  Section 8

APPLICANT INFORMATION								
(LEGAL) Last Name			First	Middle	Soc. Sec. #		Date of Birth	
Other Names Used		Drivers License #/State		Email Address		Contact Phone Number		
Other Persons to Occupy Rental:	1	Full Name	Relationship	DOB	3	Full Name	Relationship	DOB
	2	Full Name	Relationship	DOB	4	Full Name	Relationship	DOB
Animal(s) to occupy unit: Attach separate sheet if needed	1	Name	Type	Weight	2	Name	Type	Weight
	RESIDENCE HISTORY							
Present Address			City	State	Zip	From _____ To _____	Monthly Pmt \$	
Landlord Name			<input type="checkbox"/> Mortgage Co <input type="checkbox"/> Apartment Community <input type="checkbox"/> Relative/Friend <input type="checkbox"/> Employer/Corp Housing <input type="checkbox"/> Independent Landlord			<input type="checkbox"/> Own <input type="checkbox"/> Rent		
Previous Address			City	State	Zip	From _____ To _____	Monthly Pmt \$	
Landlord Name			<input type="checkbox"/> Mortgage Co <input type="checkbox"/> Apartment Community <input type="checkbox"/> Relative/Friend <input type="checkbox"/> Employer/Corp Housing <input type="checkbox"/> Independent Landlord			<input type="checkbox"/> Own <input type="checkbox"/> Rent		
EMPLOYMENT HISTORY								
Current Employer		Monthly Salary \$		Supervisor's Name		How long? Yrs _____ Mos _____		
Address		City	State	Zip	Company Phone (no cell phone #)		Occupation/Department	
<input type="checkbox"/> Previous Employer <input type="checkbox"/> 2 <sup>nd</sup> job		Monthly Salary \$		Supervisor's Name		How long? Yrs _____ Mos _____		
Address		City	State	Zip	Company Phone (no cell phone #)		Occupation/Department	
ADDITIONAL INCOME – Additional income such as child support, alimony or separate maintenance need not be disclosed unless such additional income is to be included for qualification hereunder								
Amount \$		per		Sources				
VEHICLE INFORMATION								
Auto #1	Year	Make	Model	License State	License Number			
Auto #2	Year	Make	Model	License State	License Number			
EMERGENCY INFORMATION								
Nearest Relative		Relationship	Address		City	State	Zip	Phone ( ) ( ) ( )
Emergency Contact		Relationship	Address		City	State	Zip	Phone ( ) ( ) ( )
Personal Reference		Relationship	Address		City	State	Zip	Phone ( ) ( ) ( )

Have you entered into a plea of guilty or no contest, or otherwise been convicted of a criminal offense, for which you were released from incarceration, probation or parole in the past seven (7) years?  Yes  No

IF YES, please list the date, city, state and type of all convictions: \_\_\_\_\_ Attach separate sheet if necessary.

Are you or anyone who will be residing in the rental unit required to register as a sex offender?  Yes  No

Have you been asked to vacate by a current/previous landlord?  Yes  No

IF YES: APT NAME: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_

\*Please note that a criminal conviction does not necessarily disqualify you for residency. Refer to the applicable rental criteria for more information.

In compliance with state and federal consumer reporting law, you are hereby advised that a screening will be conducted regarding the information contained in this application. The report may contain information regarding your credit-worthiness, character, general reputation, personal characteristics and mode of living. By signing this application, you authorize Moco, Inc., whose address is PO Box 2826, Seattle, WA 98111, and whose telephone number is (800) 814-8213, to conduct the screening and to release information obtained to landlord and landlord's agents. If the application is denied or approved conditionally based upon information contained in the report, you may request and obtain a copy of the report. You have the right to dispute the accuracy of information contained in the report. You may have additional rights under both state and federal law.

I certify that to the best of my knowledge all statements are true and complete. False, fraudulent or misleading information may be grounds for denial of tenancy or subsequent eviction.

Non-Refundable Processing Fee \$ \_\_\_\_\_ Check/Money Order # \_\_\_\_\_

Applicant understands that he/she acquires no rights in an apartment until a holding deposit in the amount of \$ \_\_\_\_\_ has been paid. Applicant requests landlord to hold Unit \_\_\_\_\_ for applicant while the screening process is completed. If this application is not accepted, the holding deposit will be refunded. If the application is accepted and applicant chooses not to occupy the unit being held, applicant forfeits the holding deposit and no portion of it shall be refunded.

Signed \_\_\_\_\_ Applicant

Dated \_\_\_\_\_

Signed \_\_\_\_\_ Landlord

Position \_\_\_\_\_

Dated \_\_\_\_\_

I am aware that an incomplete application causes a delay in processing and may result in denial of tenancy.



**MacPherson's Property Management, Inc  
Residential Qualification Criteria**

November 2016

- Rental History:** 12 months valid, verifiable rental history  
*Valid rental history is a written lease or month-to-month agreement.  
If rental history is less than 12 months then an increased deposit -OR- cosigner may be requested. 2 late payments and/or NSF checks and/or noise complaints within 12 months may result in an increased deposit. Final recommendation will also be dependant on credit history, income and employment.*
- Credit History:** Established credit history not required for approval of residency. However  
*if derogatory credit history (excluding medical debt) is in excess of \$1000, but less than \$10,000 then an increased deposit -OR- cosigner may be requested. A discharged bankruptcy that less than 2 years (from discharge) may require an increased deposit -or- cosigner.  
Final recommendation will also be dependant on income, rental & employment history.*
- Employment:** 12 months with current employer or previous employment in same field of work  
*Final recommendation will also be dependant on rental & credit history and income*
- Income:** Monthly verifiable income must be equal to at least 3 times the rental amount  
*If income is less than 3 times, but more than 2.5 times the rental amount then an increased deposit - may be requested. Income that is less than 2.5 times the rental amount may require a cosigner. Final recommendation will also be dependant on rental, credit & employment history.*

**SECTION 8 APPLICANT CRITERIA:**

All Section 8 applicants are required to meet the same criteria as stated above, *with the exception that the applicant only needs to meet income requirements for their portion of the rent.* Recommendations will be made following the above set standards.

**COSIGNER QUALIFICATION CRITERIA:**

A cosigner will be APPROVED if all the qualification below is met, if the cosigner does not meet any 1 of the following criteria then the cosigner will not qualify.

- RESIDENCE HISTORY: NWMLS verifiable real property within the state of Washington  
CREDIT HISTORY: At least 4 accounts in good standing for 1 year with less than \$500 in derogatory credit  
EMPLOYMENT: 12 months with current employer or previous employment in same field of work  
INCOME: 4 times the rental amount of the unit in verifiable, garnishable income

**GROUND FOR DENIAL WILL RESULT FROM THE FOLLOWING ON ALL APPLICANTS:**

- Verified unpaid eviction showing on credit report or confirmed with landlord.  
Unpaid rental collection verified on credit report. (Any paid rental debt may require an increased deposit)  
Balance owing to landlord.  
Derogatory credit history (excluding medical debt) in excess of \$10,000  
Open or non-discharged bankruptcy.  
3 or more late payments and/or NSF checks and/or noise complaints within a 12 month rental period (current and/or previous).  
Unverifiable social security number.  
Falsification of rental application.  
Breaking lease agreement that will result in collection filing.

We do not automatically deny applicants based on criminal history. Rather, criminal history is considered based on the nature of the offense and time passed since the date of final disposition (e.g. applicant was released from prison, probation or parole). We limit consideration to those convictions, the dates of final disposition of which pre-date the report by no more than seven years. Note that convictions for the following offenses may result in denial:

- |   |  |
|---|--|
| Murder (1 <sup>st</sup> and 2 <sup>nd</sup> degree) | Kidnapping (All counts)  |
| Manslaughter (1st degree)                           | Theft (1st & 2nd degree)   |
| Assault 1st, 2nd & 3rd degree)                      | Burglary (1st, 2nd degree & vehicle prowling 1st degree)         |
| Robbery (1st & 2nd degree)                          | Malicious Mischief (1st degree)                                  |
| Rape (All counts)                                   | Arson (1st, 2nd degree & Reckless Burning 1st degree)            |
| Child molestation (All counts)                      | Delivery or Sale (All counts)                                    |
| Rape of a child (All counts)                        | Possession with intent to Deliver Illegal Substance (All counts) |
| Outstanding criminal warrant                        | Any Terror Related Activity                                      |

Any criminal conviction which results in a registered sex offender requirement and/or any sex offender registry requirement.

A criminal records search will be performed for felony and misdemeanor offenses. All felony and misdemeanor offenses must be disclosed on the rental application.

Valid Photo Identification will be required of all applicants.