

**WHEN FILLING OUT THE APPLICATION:**

- All information must be complete and signed by each applicant.
- Make sure that the address of the property you are applying for is on the upper left corner of the application.
- **The non-refundable application is \$42.00 per person;** this will include the cost of credit & criminal report processing. Processing will not begin until the application fee is received. MacPherson's personnel should indicate that the application fee has been paid. Be sure to **sign the letter of authorization** attached to rental application. WE DO NOT ACCEPT "PORTABLE" SCREENING REPORTS.
- Picture I.D. is required with the application (Driver's License, etc., with signature).

**APPLICATION ACCEPTANCE POLICY:**1. **INCOME REQUIREMENTS:**

- A) Applicants must have an income that equals or exceeds 2.5 – 3 X the amount of rent, or as determined by the owner's criteria. Debt balances will also be a factor.
- B) Income must be obtained from a permanent position or reliable and verifiable guaranteed source.
- C) Income must be considered legal by Federal, State and Local laws.
- D) Self employed individuals must submit last 2 years Federal income tax returns, complete with all schedules signed by you and filed with the IRS.

2. **EMPLOYMENT REQUIREMENTS:**

- A) Employer must have a licensed business or file income tax with government agencies.
- B) Employment must be verifiable for a one year period. Income must be verifiable through employer contract, current paycheck stubs, or tax records. Employment through school doctorate studies, Federal, military, State grants, and interns will be considered.

3. **IDENTIFICATION:**

- A) Applicant(s) must provide unmistakable identification. A driver's license or other picture I.D. is required.
- B) Social Security number must be provided; Social Security cards may be requested.

4. **PUBLIC RECORDS:**

- A) Criminal and Civil records, State and Federal, which indicate crimes against persons or property will be evaluated on a case by case basis outside of the City of Seattle. We consider how long ago the act(s) occurred, nature of the offense and evidence of rehabilitation. Within the City of Seattle only sex offender registries can be searched.

5. **RENTAL INFORMATION:**

- A) Current and previous verifiable landlord references covering 2 years of rental history shall be listed on the rental application together with the telephone numbers and contacts.
- B) Applicant shall provide current and previous reliable rental history, mortgage history, private contracts, or school dormitory reference.
- C) Any derogatory current or previous rental history may result in denial.

6. **APPLICANT, SPOUSE OR ROOMMATE INFORMATION:**

- A) All landlord, rental, employment and additional information requested on the rental application must be completed.
- B) Inability to produce, or refusal to produce information will result in denial.
- C) False information will result in denial.
- D) Picture I.D. with signature is required.

7. **CREDIT REQUIREMENTS:**

- A) A credit report will be run. Current and previous credit will be evaluated. You must authorize a credit & criminal report.
- B) Any recorded unlawful detainer action, unpaid collection, unpaid rental judgements, or negative rental trade accounts on the credit bureau report may result in denial.
- C) Any past negative credit accounts on the credit bureau report will be reviewed and evaluated and taken into consideration with the applicant's current economic situation.
- D) Any open bankruptcy will result in denial.

8. **INABILITY TO MEET ANY OF THE ABOVE CRITERIA MAY RESULT IN THE FOLLOWING:**

- A) Denial of application for tenancy.
- B) Approval of application with the last month rent paid in advance, increased security deposit, requirement for a co-signer, or all of the above stipulations.

9. **POLICY REGARDING THE CO-SIGNERS:**

- A) Co-signers may be considered in the instance of no credit history or no rental history.
- B) Co-signers may be considered in the instance of a lack of verifiable rental history.
- C) Any applicant with less than 12 months of verifiable rental history and/or less than 12 months of verifiable employment history may be required to have a qualified co-signer.
- D) Co-signers must, at the minimum, have an income level that is 5 times the rent, pay \$40.00 application fee, fill out an application form, and have no negative credit history or criminal record.
- E) Co-signers must reside in the State of Washington.
- F) Co-signers must live in and own property in the State of Washington.
- G) No landlord is required to consider a co-signer.

**WHAT'S NEXT? NOW THAT YOU HAVE SUBMITTED YOUR APPLICATION...**

The screening process will take anywhere from one to three days depending upon:

- The completeness of information provided on the application
- Response time of the references
- Documentation you may be asked to provide.

Once the screening process is complete, all the information provided will be evaluated. At that time a decision will be made based on the application Acceptance Policy, provided herein.

**AFTER ACCEPTANCE:**

1. A LEASE will be drafted and arrangements made for SIGNING the Lease Agreement. All persons named on the lease should be present for the signing unless special arrangements are made. The deposit will be paid at this time. Please make sure that payments are in the form of a CASHIER'S CHECK or MONEY ORDER payable to MacPherson's Property Management, Inc. When the lease has been signed by all parties, and the deposit is received, you will receive a tenant's copy of the lease.
2. You will be responsible for contacting the appropriate utility companies for service, to commence on the beginning date of the Lease/Rental Agreement. MacPherson's Property Management will provide you with a list of utility phone numbers (UTILITY LIST).
3. An appointment will be set for the MOVE-IN INSPECTION of the property, and the balance of the Move-In funds must be paid at this time, as previously outlined.
4. You will be given during normal business hours (week-days from 9:00 a.m. to 5:00 p.m.) the keys, garage-door openers (if applicable), etc. at Move-In.
5. You may then take occupancy!



MacPherson's Property Management Inc. Phone #: (206) 546-6235  
 Fax #: (206) 542-6899  
 Shoreline Office (Seattle City Only)

Orca Information, Inc.  
 Phone: 360-588-1633/800-341-0022  
 Fax: 360-588-1189/800-522-6722/866-268-0188

Monthly Rent Amount: \$ _____	First Months Rent : \$ _____	
Min. # of Months Required: _____	Last Months Rent : \$ _____	
Owner Paid Utilities: _____	Sec/Dam/Cleaning Deposit: \$ _____	
Possession Date Requested: _____	Non-Refundable Fee: \$ _____	*Cashier's Check, Money Order or Cash Required for Move-In Funds.
Property Address: _____	Pet Deposit: \$ _____	
_____	Pet Fee: \$ _____	
Listing Agent: _____	Application Fee: \$ _____	
Leasing Agent: _____	<b>Total Due Prior to Move-In:</b> \$ _____	

Applicant's Complete Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

First Middle Last

SSN# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DL#/State issued: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_ Email Address: \_\_\_\_\_

How many people will occupy this unit: \_\_\_\_\_

Other Occupant(s) Name(s), Age(s) & Relationship(s): \_\_\_\_\_

If any of the above noted occupants are currently married or separated but not living with their spouse, please note yes or no:  Y  N

**Complete Every Item on Application. Incomplete and/or Inaccurate Information May Result in Process Delay or Denial of Tenancy.**

<u>CURRENT ADDRESS (Required Entry)</u>	<u>PRIOR ADDRESS (Required Entry)</u>
Street _____	Street _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Apt # _____ Name of Apts _____	Apt # _____ Name of Apts _____
How Long (Mo/Da/Yr) From _____ To _____	How Long (Mo/Da/Yr) From _____ To _____
Pymts / Rent Pd To _____ Amt _____	Pymts / Rent Pd To _____ Amt _____
Landlord/Mgmt Co. _____	Landlord/Mgmt. Co _____
Address _____	Address _____
Tel# _____ Rent/Own/Lease _____	Tel# _____ Rent/Own/Lease _____

**Current Employer** \_\_\_\_\_ Tel# \_\_\_\_\_ Supervisor \_\_\_\_\_

Dept / Attached to \_\_\_\_\_ Occupation \_\_\_\_\_ Rank \_\_\_\_\_

Hire Date \_\_\_\_\_ Monthly Salary \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Address \_\_\_\_\_ Suite \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

If Self-Employed, legal name of business and or license No. \_\_\_\_\_

**Prior Employer** \_\_\_\_\_ Tel# \_\_\_\_\_

From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_ Monthly Salary \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

- ◆ Additional Income: \_\_\_\_\_
- ◆ Bank \_\_\_\_\_ Acct# \_\_\_\_\_ Branch \_\_\_\_\_ Tel# \_\_\_\_\_
- ◆ Pets? Yes  No  If yes, number, size, and breed(s) \_\_\_\_\_
- ◆ Do you have tenant insurance coverage? Yes  No

**HAVE YOU OR ANY OTHER HOUSEHOLD MEMBER:**

Ever been evicted, refused to pay rent? Yes  No  Ever received any late rent notices? Yes  No

Ever filed for Bankruptcy? Yes  No  When? \_\_\_\_\_

Ever used any other name(s)? Yes  No  If yes, list name(s) \_\_\_\_\_

Are you or any other household member a Registered or Unregistered Sex Offender? Yes  No

Are you or any other household member currently using any illegal drugs? Yes  No

Do you or any other household member smoke? Yes  No

Is there a utility account in your name or an account that you are responsible for? Yes  No

Has your utility service ever been interrupted for failure to pay? Yes  No

Auto/Year/Make/Lic#: 1.) \_\_\_\_\_ 2.) \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Address \_\_\_\_\_ Tel# \_\_\_\_\_



# Addendum (A) to Application for Tenancy

## LETTER OF AUTHORIZATION

Revised 1/2017

To Whom It May Concern:

In compliance with the Fair Credit Reporting Act, State and Federal laws, this is to inform you and your household members that an investigation involving the statements made on this application for tenancy are being initiated by ORCA Information, Inc., PO Box 277, Anacortes, Washington 98221, 360-588-1633. I certify that to the best of my knowledge all statements are "true and complete". I further authorize ORCA Information, Inc. to obtain **CREDIT REPORTS, EMPLOYMENT REFERENCES (including verifying salary), COURT RECORDS, and CHARACTER REFERENCES, MODE OF LIVING, and RENTAL REFERENCES** as needed to verify all information put forth on this application and otherwise available regarding all applicants identified on this application (for juvenile occupants, the undersigned parent/guardian authorizes the above-information to be obtained on their behalf).

Under Seattle's Fair Chance Housing Ordinance SMC 14.09—The landlord is prohibited from requiring disclosure, asking about, rejecting an applicant or taking an adverse action based on any arrest record, conviction record or criminal history, except for registry information as described in subsections 14.09.025.A3, 14.09.025.A4, 14.09.025.A5 and subject to the exclusions and legal requirements in section 14.09.115.

Furthermore I warrant the accuracy of all information contained on this rental application, including that relating to the other intended occupants of the subject property. I understand and agree that if subsequently a determination is made that I provided false or inaccurate information on the rental application it is a breach of the terms of any rental agreement signed based on that information and Owner and/or his/her agent may take legal action to terminate said Agreement.

In addition, I confirm receipt of the **Tenant Selection Policy** from this landlord/property management BEFORE submitting this completed rental application and that I read, and understand my rights as described therein.

I also understand Orca Information's role is to provide background information to landlord/property manager . Orca Information does not make the decision to lease/rent or take any adverse action. Decision to lease/rent remains with the property manager/landlord.

Undersigned represents that his/her rental and credit report records are in good standing. Undersigned understands and agrees that this is not a lease agreement. If this application is approved, Macpherson's Property Management, Inc., will notify Undersigned by telephone call or message to the phone number listed herein. Undersigned will have 24 hours after notification to sign a lease agreement and pay all monies necessary to secure the unit by cash, cashiers check or money order. An application fee of \$42.00 per person, which is non-refundable, is payable in advance before the application can be processed. Applicant acknowledges receipt of Agency Disclosure Pamphlet; marital information is used for screening purposes only.

\_\_\_\_\_  
Applicant's Name (please print)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Manager's Signature

Please Charge \$ _____ for this report to my (circle one).		
There is an additional \$3.00 processing fee when paying with credit card. <b>VISA MASTERCARD DISCOVER ANNEX</b>		
Card # _____		
Expiration Date: _____ CVV Code: _____		
_____ Print Name on Card		
_____ Signature of Cardholder		
_____ Card's Billing Address		
_____ City	_____ State	_____ Zip Code