

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

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: _____	Total Due Prior to Move-In: \$ _____	

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.

CURRENT ADDRESS (Required Entry)

Street _____

City _____ State _____ Zip _____

Apt # _____ Name of Apts _____

How Long (Mo/Da/Yr) From _____ To _____

Pymts / Rent Pd To _____ Amt _____

Landlord/Mgmt Co. _____

Address _____

Tel# _____ Rent/Own/Lease _____

PRIOR ADDRESS (Required Entry)

Street _____

City _____ State _____ Zip _____

Apt # _____ Name of Apts _____

How Long (Mo/Da/Yr) From _____ To _____

Pymts / Rent Pd To _____ Amt _____

Landlord/Mgmt. Co _____

Address _____

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 **Ever been Charged or Convicted of a Crime?** Yes No

If yes to any of the above, give details: What is the nature of the offense? What County(ies) and State(s)? _____

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# _____



