

APPLICATION POLICIES

WHEN FILLING OUT THE APPLICATION:

- All information must be <u>complete</u> and <u>signed</u> by <u>each</u> 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. <u>EMPLOYMENT REQUIREMENTS</u>:

- 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**

6.

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. <u>RENTAL INFORMATION</u>:

- 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.

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 <u>will</u> result in denial.
- C) False information <u>will</u> result in denial.
- D) Picture I.D. with signature is required.

7. <u>CREDIT REQUIREMENTS</u>:

- 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 <u>will</u> result in denial. 8. **INABILITY TO MEET ANY OF THE ABOV**

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!

Check One:	Co-Signer Report Killer Whale	RESIDENTIAL RENT	RESIDENTIAL RENTAL APPLICATION / EACH ADULT MUST FILL OUT SEPARATE APPLICATIO				
	Monthly Rent Amount: \$	First Months Rent :	S	8			
	Min. # of Month's Required:	Last Months Rent	:	5			
	Owner Paid Utilities:	Sec/Dam/Cleaning I					
	Possession Date Requested:	Non-Refundable Fee Pet Deposit:	e: 0	S *Cashier's Check, Money Order or Cash Required			
•	Property Address:	Pet Fee					
5	Listing Agent: Application Fee: \$						
<u> </u>							
36							
υ.Υ. Ψ	Applicant's Complete Name:			Date of Birth			
4 7	Fi	rst Middle	Last	Date of Birth:			
v, 4	Applicant's Complete Name:Date of Birth Applicant's Complete Name:Date of Birth 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 r						
\sim				Email Address:			
$\hat{0}$	How many people will occupy this unit:	() 0111					
20	How many people will occupy this unit:						
50		their spouse, please note yes or no: Y N					
Phone #: Fax #:	Complete Every Item on Applicat	ion. Incomplete and/or Inaccur	ate Information May	Result in Process Delay or Denial of Tenancy.			
(# e	CURRENT ADDRESS (F	<u>Required Entry)</u>	<u>PR</u>	IOR ADDRESS (Required Entry)			
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ag							
MacPherson's Property Management Inc. Shoreline Office			л с	S			
ΣΨ				Supervisor			
e tr				Rank			
lin pe				Full Time Part Time			
ro				State/Zip			
ı's Propert Shoreline	If Self-Employed, legal name of busines	ss and or license No.					
S D'	Prior Employer		Tel#				
ISC	From (Mo/Yr) To (Mo/Yr)	Monthly Salary _	Rea	son for Leaving			
he							
ICP	Additional Income:						
Ma				hTel#			
	♦ Pets? Yes No If yes, m	umber, size, and breed(s)					
~	• Do you have tenant insurance covera						
018	HAVE YOU OR ANY OTHER HOUSEH	OLD MEMBER:					
8 5				late rent notices? Yes No			
-7 20-00 20-00	Ever filed for Bankruptcy?	Yes No	Ever been Chargeo	l or Convicted of a Crime? Yes No			
341 2/8(If yes to any of the above, give details:	: What is the nature of the	offense? What Cou	nty(ies) and State(s)?			
Orca Information, Inc. : 360-588-1633/800-341 88-1189/800-522-6722/86							
atio 33/8	When?						
E 29							
9/8 9/8	Are you or any other household mem	ber a Registered or Unregis	tered Sex Offender	? Yes No			
118 118	Are you or any other household mem			Yes No			
Orca Information, Inc. Phone: 360-588-1633/800-341-0022 360-588-1189/800-522-6722/866-268-0188	Do you or any other household memb			Yes No			
bon 50-5	Is there a utility account in your name						
		-	-				
Fax:	Has your utility service ever been inte	• • •		Yes No			
	Emergency Contact	Address		Tel#			
EQUAL HOUSING OPPORTUNITY							

Addendum (A) to Application for Tenancy

LETTER OF AUTHORIZATION

Revised 1/2019

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, CRIMINAL & JUVENILE 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).

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

List All Children of Juvenile Age (12vrs-17vrs) Intended to Reside on the Rental Property:

(Please note there is an additional \$8.00 fee per Juvenile to be screened)

Full Legal Name	Nickname(s)	Date of Birth	
Full Legal Name	Nickname(s)	Date of Birth	
Full Legal Name	Nickname(s)	Date of Birth	
	Applicante privacy is our priority Personal in	formation is not sold	

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