



MacPherson's Property Management Inc. Phone #: (253) 288-0603 Fax #: (253) 288-0605 Auburn 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
Property Address: _____	Pet Deposit: \$ _____	Order or Cash Required
_____	Pet Fee: \$ _____	for Move-In Funds.
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.**

**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 \_\_\_  
 Auto/Year/Make/Lic#: 1.) \_\_\_\_\_ 2.) \_\_\_\_\_  
 Nearest Relative \_\_\_\_\_ Address \_\_\_\_\_ Tel# \_\_\_\_\_  
 Emergency Contact \_\_\_\_\_ Address \_\_\_\_\_ Tel# \_\_\_\_\_

## Addendum (A) to Application for Tenancy

### LETTER OF AUTHORIZATION

Revised 6/2012 to comply with Fair Tenant Screening Act.

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, ARREST DETENTION INFORMATION and CHARACTER REFERENCES, GENERAL REPUTATION, 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** (per WA State Fair Tenant Screening Act, 2012) from this landlord/property management BEFORE submitting this completed rental application and that I read, and understand my rights as described therein.

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

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

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

\_\_\_\_\_  
Manager's/Assistant 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. **VISA MASTERCARD DISCOVER ANNEX**

Card # \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_

\_\_\_\_\_  
Print Name on Card

\_\_\_\_\_  
Signature of Cardholder

\_\_\_\_\_  
Card's Billing Address

\_\_\_\_\_  
City State Zip Code

#### List All Juvenile Age Occupants 12yrs-17yrs:

\_\_\_\_\_  
Full Legal Name Nickname(s) Date of Birth

\_\_\_\_\_  
Full Legal Name Nickname(s) Date of Birth

\_\_\_\_\_  
Full Legal Name Nickname(s) Date of Birth



## CREDIT REPORT AUTHORIZATION

THE FOLLOWING MUST BE COMPLETED IN FULL

ADDRESS INFORMATION				
Applicant's Last Name	First	M.I.	Social Security Number	Date of Birth
Present Address	City	State	Zip Code	
Day Phone (        )	Fax (        )			
Night Phone (        )	Email:			

In compliance with the Fair Credit Reporting Act, we are informing you that information as to your **CREDIT REPORT** will be retrieved. I certify that the facts set forth in this application are true and complete. I agree that a complete investigation of all information on this application will not constitute invasion of privacy. I authorize **ORCA INFORMATION, INC., PO Box 277, Anacortes, WA 98221, 360-588-1633** to obtain a **CREDIT REPORT**, as necessary for application of tenancy.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**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 \$40.00 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.
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!