



RENTAL REQUIREMENTS

Get Started: You may apply for any rental at a private viewing or Open House showing. Be sure to bring all of your information and checkbook to complete an application. To apply for available units please complete the entire application, sign and hand it in to our representative at the viewing with your checks. We require that the application be filled out completely and legibly before we can process it; an incomplete application will delay processing/not hold your place in line. A non-refundable Application Fee (per adult) along with the Security Hold Deposit is required to begin application processing.

Qualification for a rental: Tenancy will be based on your current and previous rental history, confirmation of current employment, and overall credit history. We perform a TransUnion credit and criminal background check on all new residents as part of our application process prior to application approval. We do not use comprehensive, reusable tenant screening reports; we will verify all applicant information for each applicant.

Acceptance of an application: Once your application is processed we will contact you to offer you the unit. If at this time you decline the offer you will lose your entire pre-paid Security Hold Deposit. Please be certain you are able to accept an offer before applying. Once you accept the offer of the unit we will proceed with the details of signing a Lease Agreement and any other details that remain.

Denial of an application: Unfortunately sometimes we have to decline an application. If we are unable to offer the unit to you after processing your application we will either shred or mail back the entire pre-paid Security Hold Deposit check turned in when you applied. You will be notified in writing reason for denial by Adverse Action Notice, this will give you the phone number of the credit reporting agency so that you may contact them directly for a copy of your credit report. We cannot give you a copy of your credit report or discuss the details of your report.

Non-refundable fee: The application fee is always non-refundable once an application has been turned in for processing.

Payments: All payments are to be received in check form; this includes Application Fee(s), Security, Hold, Pet Deposit(s), and Rent-Parking-Storage payment(s). We accept Cashier's Checks and/or Money Orders in addition to personal bank issued checks.

Seattle Utility Fee for Houses: Seattle Public Utilities requires Landlord's invoice tenants directly for Public Utilities. This reimbursement to Flatiron Properties will be due upon receipt of the invoice and copy of the current Public Utility Billing from Flatiron Properties. All or a portion of the prepaid Security Deposit(s) will be withheld if there is a balance due upon vacating a property for all unpaid Public Utilities.

Property Address: _____ Date: _____

Printed Name: _____ Printed Name: _____

Signature: _____ Signature: _____

** Please complete this form and turn it in with your completed application(s) and checks. We require that all of the application paperwork be filled out completely and legibly before we can process it; lack of completeness or checks will delay processing and you will lose your place in line. **

APPLICATION FOR TENANCY (SEATTLE)

AGENT / OWNER CONTACT INFORMATION (COMPLETED BY OWNER/AGENT):

Name: _____ Member #: _____
 Phone: _____ Fax: _____ Date: _____
 Email: _____
 Screening Package: Basic Package Premium Package Background Screening Package Other _____

APPLICANT INFORMATION

Applicant's Last Name	First Name	Middle	Phone #
Current Address	City	State	Zip
Social Security/ITIN #	Date of Birth	Government Issued ID	Email

MANAGERS CHECKLIST: Visual Proof Of: Driver's License State ID SS Card Other _____

OCCUPANCY INFORMATION

List all persons in addition to yourself that will also be residents, including a date of birth for each. All persons 18 or older must complete a separate rental application and pay a screening fee.

1. _____ 3. _____
 2. _____ 4. _____

Are you, or any other occupant, a smoker? Yes No
 Do you have renter's insurance? Yes No If yes, proof of insurance is required.
 Do you have a waterbed or aquarium over 20 gallons? Yes No
 Will pets reside in the unit? Yes No If yes, how many? _____ Type(s) _____
 Breed(s) _____ Weight(s) _____

PERSONAL BACKGROUND HISTORY

Landlord is prohibited from requiring disclosure, asking about, rejecting an applicant, or taking an adverse action based on any arrest record, conviction record, criminal history, except for registry information as described in SMC 14.09.025.A.3, SMC 14.09.025.A.4, SMC 14.09.025.A.5, and subject to the exclusions and legal requirements in SMC 14.09.115.

Owner / Agent requires offender screening: Yes No

FINANCIAL INFORMATION

Current monthly expenses for financial obligations: Car _____ Loan _____
 Credit _____ Other _____
 Have you ever filed for bankruptcy? Yes No

PREVIOUS RESIDENCE HISTORY

Current Address	City	State	Zip	Landlord's Name	Landlord Phone #	Dates of Occupancy	Rent Amount \$
Previous Address	City	State	Zip	Landlord's Name	Landlord Phone #	Dates of Occupancy	Rent Amount \$
Previous Address	City	State	Zip	Landlord's Name	Landlord Phone #	Dates of Occupancy	Rent Amount \$

PREVIOUS RESIDENCE HISTORY – CONT.

Have you given notice of termination of tenancy to your current landlord? Yes No

For what date are you seeking occupancy? _____

Have you ever been served an unlawful detainer or been evicted? Yes No

If yes, include month / yr & address: _____

Have you ever received a notice to pay rent or vacate and/or another unlawful detainer notice from a landlord? Yes No

If yes, describe circumstances: _____

INCOME HISTORY

Applicant's Current Source of Income	Position	Monthly Income	Start Date	Supervisor / H.R. Name & Phone
Previous Source of Income	Position	Dates Employed	Supervisor / H.R. Name & Phone	
Other Sources of Verifiable Income	Monthly Income	Other Sources of Verifiable Income	Monthly Income	

VEHICLE REGISTRATION

Written permission separate from this application must be obtained to park on premises.

Vehicle Make	Model	Year	Color	Plate # / State
Vehicle Make	Model	Year	Color	Plate # / State

Description of any other vehicles (boat, trailer, RV, motorcycle, etc.) you would like to keep on the property.

Vehicle Make	Model	Year	Color	Plate # / State

EMERGENCY / PERSONAL CONTACTS

Name	Relationship	Phone #
Name	Relationship	Phone #

ACKNOWLEDGMENT

In compliance with the Fair Credit Act and RCW 59.18.257 (2), this is to inform you that a credit investigation involving the statements made on this application for tenancy will be initiated. Any false, fraudulent or misleading information provided on the application may be grounds for denial of tenancy and/or forfeiture of rental or lease agreement. An incomplete application causes delay in processing and may result in denial of tenancy. If you are declined due to the consumer report, you may obtain a free copy of your credit report from the bureau it was obtained from within 60 days of denial. You also have the right to dispute the accuracy of the report and/or add a consumer statement to the report. This is NOT an agreement to rent and all applications must be approved. **Disputes:** If the screening of your application for tenancy included RHAWA's Full Credit Report and you wish to dispute any or all information on your credit report, contact Rental Housing Association to file the dispute on your behalf. Rental Housing Association of WA - Tenant Screening 2414 SW Andover St, Ste D207 Seattle, WA 98106 Phone: (800) 335-2990/tenantscreening@RHAWA.org

A non-refundable processing fee of _____ is required per applicant for non-refundable tenant screening fees.

I certify to the best of my knowledge all statements are true. I authorize the agent/owner for initial tenancy and again upon any future lease modifications or renewals to verify the information provided on the application including, but not limited to, obtaining credit reports, character reports, civil and/or criminal records, verifying source of income and rental history. I understand that false, fraudulent or misleading information may be grounds for denial of tenancy and/or forfeiture of my rental or lease agreement.

_____ By initialing, I acknowledge having been notified in writing, or by posting, of what types of information will be accessed to conduct the tenant screening and what criteria may result in denial of the application, as required by RCW 59.18.257 & SMC 14.08.050 (A)

Applicant Signature	Print Name	Date