



111 N. Pacific Ave
 Kelso, WA 98626
 360-423-6778

For office Use only:

**PRIOR TO SUBMITTING YOUR APPLICATION
 PLEASE READ THE FOLLOWING**

- All applications are processed on a first come first serve basis.
- Your application is not considered in line until you have submitted all required documentation listed below.
- Application fees are **NOT** refundable
- If your application is approved you need to put your deposit down or sign your lease within 2 business days,
- A deposit can hold a property for no more than 3 weeks
- Your deposit will be forfeited if you fail to rent the property by the agreed date
- Your application can be denied due to demeanor***

SCREENING CRITERIA

- Credit:*** We pay particular attention to your credit in the last two years, you do not have to have perfect credit, but should have more positive than negative credit. Bankruptcies **MUST** be more than 12 months old
- Debt:*** Your overall consumer debt, including rent should **NOT** exceed 65% of your income
- Income: Non- Hud*** tenants the total household gross income should be 3 times the monthly rent.
- Rental History:*** You **MUST** provide at least one year of positive rental history. (If less is provided a co-signer will be required) Evictions **MUST** be older than 10 years.
- Criminal Background:*** No felony convictions in the last 5 years, no drug convictions in the last 10 years. Registered sex offenders will not be permitted under **ANY** circumstances.

OCCUPANCY POLICY
NO MORE THAN 2 ADULTS PER HOUSEHOLD
 (The **ONLY** exception is documented is for elder care situations)

STUDIO or 1 BEDROOM	2 persons maximum
2 BEDROOM	4 persons maximum
3 BEDROOM	6 persons maximum
4 BEDROOM	8 persons maximum



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APPLICATION TO RENT

PROPERTY ADDRESS:			DESIRED MOVE-IN DATE
Total # of Occupants:	Total # of Adults:	Total # Of Children:	Pets: YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, what kind & breed:	Is it an emotional support animal/documentated service animal? YES <input type="checkbox"/> NO <input type="checkbox"/>	<i>Please note, the following breeds are not permitted: Pitbull, Doberman, German Shepherd, Chow, and Rottweiler.</i>	

APPLICANT INFORMATION:			
Name:		Phone:	
Date of birth:	SSN:	Email Address:	

Residence history:			
Current address:		City/State/Zip:	
Own <input type="checkbox"/> Rent <input type="checkbox"/>	Monthly payment or rent:	From:	To:
Landlord Name:		Phone:	
Previous Address:		City/State/Zip	
Own <input type="checkbox"/> Rent <input type="checkbox"/>	Monthly payment or rent:	From:	To:
Landlord Name:		Phone:	

CO-APPLICANT INFORMATION:			
Name:		Phone:	
Date of birth:	SSN:	Email Address:	

Residence history:			
Current address:		City/State/Zip:	
Own <input type="checkbox"/> Rent <input type="checkbox"/>	Monthly payment or rent:	From:	To:
Landlord Name:		Phone:	
Previous Address:		City/State/Zip	
Own <input type="checkbox"/> Rent <input type="checkbox"/>	Monthly payment or rent:	From:	To:
Landlord Name:		Phone:	

Emergency Contact Name:		Phone Number:
Nearest Relative:		Phone Number:



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Income Source for Applicant Name:

Employed

Current Employer:	From:	To:
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Position:	Phone:	Hourly <input type="checkbox"/> Salary <input type="checkbox"/>
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Employer Address:	Monthly Gross Income:
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City:	State:	ZIP Code:
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Additional sources of income:

Social Security TANF Food Stamps HUD Voucher (fill out HUD section) Child Support Alimony Other

Income Source:	Amount:	Frequency:
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Income Source:	Amount:	Frequency:
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Income Source:	Amount:	Frequency:
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Income Source for Co-Applicant Name:

Employed (if so fill out below) Social Security TANF Food Stamps HUD Voucher (fill out HUD section)

Current Employer:	From:	To:
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Position:	Phone:	Hourly <input type="checkbox"/> Salary <input type="checkbox"/>
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Employer Address:	Monthly Gross Income:
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City:	State:	ZIP Code:
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Additional Sources of Income:

Social Security TANF Food Stamps HUD Voucher (fill out HUD section) Child Support Alimony Other

Income Source:	Amount:	Frequency:
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Income Source:	Amount:	Frequency:
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Income Source:	Amount:	Frequency:
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FOR HOUSING TENANTS ONLY! COMPLETE ALL INFORMATION BELOW

Name of Housing Authority:	Phone number:	Ext:
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Housing Coordinator:	Voucher Amount:
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Original Voucher Date:	Voucher Expiration Date:
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All applicants applying for housing using a Section 8 voucher will be processed based on our screening criteria. If your application is accepted the property being applied for could be subject to an inspection. If following that inspection the property requires \$1500.00 or more in repairs we reserve the right to deny the application for the requested property.



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For office Use only:

List ALL Vehicles kept at Premises:

Year:	Make:	Model:	Color:	Plate:	State:
Year:	Make:	Model:	Color:	Plate:	State:

Applicant hereby certifies: That the information provided by the applicant is true and correct and hereby authorizes landlord/agent to make any necessary inquiries to evaluate the application for tenancy and credit standing. The applicant understands and accepts that if any information provided is incomplete, inaccurate, or falsified shall be grounds for denial of the application and/or subsequent termination upon determination of such falsified information. It is understood that the application can be denied due to demeanor, and it is further understood that a criminal background check will be performed.

Notice to applicant:

In the processing of your application, we will be obtaining information about you from the following sources:

1. Local and National Credit Reporting Agencies
2. Local and National Criminal Background Reports
3. Current and past employers
4. Current and past landlords/rental agencies

To obtain a free copy of your consumer report you may contact the credit reporting agency:
Trans Union 800-888-4213 PO Box 1000 Chester, PA 19022

To obtain a free copy of your rental and criminal record information please contact
AmRent Inc. 800-898-6196 PO Box 3027 Pittsburgh, PA 15230-3027

EACH OCCUPANT OVER THE AGE OF 18 MUST FILL OUT AN APPLICATION AND PAY THE APPROPRIATE PROCESSING FEE.

There is a \$30.00 non-refundable application fee due and payable at the time of submission. All applications are processed on a first come first serve basis.

<i>Signature:</i>	<i>Signature:</i>
<i>Date:</i>	<i>Date:</i>

THE FOLLOWING MUST BE SUBMITTED WITH YOUR APPLICATION TO BE PLACED IN LINE FOR ANY PROPERTY:

1. **Completed application signed by all applicants and/or cosigners**
 2. **\$30 non-refundable application fee for all applicants and cosigners over age 18**
 3. **Copy of Driver's License**
 4. **Copy of Social Security card**
 5. **3 months of paystubs, award letter, or other documentation of income**
- ❖ **If you have a service animal documentation MUST be submitted at the time of application**
 - ❖ **If you have a housing voucher you MUST submit a copy of your voucher paperwork**