



Rental Application (PRINT FORMAT) Page 1 of 3

I. Instructions:

Step 1) All adult applicants including spouse, roommates, and co-signers must complete a separate application form. Please make sure that each application is completed in full and all information is legible. You must sign the bottom of this page and submit with a completed application. Application fee must be received in the form of personal check, money order, and/or cashier's check before application can be processed. NO CASH IS TO BE PAID TO ON-SITE MANAGER. Please make check payable to WPI Real Estate.

Step 2) Attach proof of income for all applicants. For example: a copy of a current paystub, letter of hire or tax return.

Step 3) Attach a copy of photo I.D. for every applicant. For example: a driver's license, passport, military or state I.D.

II. Notices:

- a) Holding fee--- A holding fee and a signed Holding Fee Agreement will be required to position you in the first priority for a rental property. Please contact the Property Manager for holding fee amount.
- b) If Tenant moves in mid-month, pro-rated rent will be charged, but a full month's rent will be required prior to occupancy. The pro-rated amount will then be due the first of the following month. Move-in funds shall be payable to WPI Real Estate.
- c) Agency Disclosure - Tenant acknowledges that the Leasing Broker, WPI Real Estate Services, Inc. represents the Owner. Tenant also acknowledges receipt of a copy of the pamphlet entitled "The Law of Real Estate Agency" which is available at www.wpirealestate.com/uploads/pamphlet.
- d) WPI Real Estate Services, Inc. is prohibited from requiring disclosure, asking about, rejecting an applicant, or taking adverse action based on any arrest record, conviction record, or criminal history, except sex offender registry information if you are applying to rent within the Seattle City Limits:
- e) The tenant screening investigation includes a criminal background screening, limited to sex offender registry information only. All applicants will be screened for registry information. WPI Real Estate Services, Inc. considers the entire application and considers prior convictions reportable under the Fair Credit Reporting Act and rules of Washington, limited to those appearing on a local, state, or national registry only. Consideration will be given to the following factors relating to the conviction(s) that requires registry on a local, state, or national sex offender registry:
 - The nature and severity of the conviction;
 - The number and types of convictions;
 - The time that has elapsed since the date of conviction;
 - Age of the individual at the time of convictions;
 - Evidence of good tenant history before and/or after the conviction occurred;
 - and any supplemental information related to the individual's rehabilitation, good conduct, and additional facts or explanations provided by the individual.

Identification:

- Applicant must provide current government issued photo identification.

Income:

Applicant may be denied for:

- Monthly household income less than 3 times the stated monthly rental amount
- Lack of proof of income

Credit History:

Applicant may be denied for:

- Unverifiable social security number
- Credit score below 620
- Foreclosure in the past 12 months
- Bankruptcy dismissed or discharged within the past month
- Past due mortgage
- Tax lien
- Open bankruptcy
- Judgment or collection for unpaid rent
- Judgment or collection for damage to rental unit
- Judgment or collections in excess of \$100 or one open account



Eviction and Judgment:

Applicant may be denied for:

- Past eviction
- Judgment or collection for unpaid rent
- Judgment or collection for damage to unit

Employment History:

Applicant may be denied for:

- Unverifiable employment

Rental History:

Applicant may be denied for:

- Unverifiable rental history
- Unfulfilled lease obligation(s)
- Unauthorized occupant(s)
- Unauthorized pet(s)
- Current or past balance owing for deposit, rent, fees or damages
- Damage to the unit or property
- Any undisclosed previous rental address

By signing below to continue, the applicant acknowledges receipt of the prospective landlord's criteria that may result in denial of the application. Screening fees are non-refundable. Applicant will be denied for providing false, inaccurate or misleading information or for an incomplete application.

By signing below, you certify the following:

- 1) That you have read and understand the above disclosure and criteria
- 2) That you understand that you must provide phone numbers for your current and previous landlord/mortgage company as well as your employer
- 3) That the screening process usually takes 2 to 4 days, as stated above, and that you must meet the conditions listed above to qualify
- 4) That you understand that the \$45.00 screening fee, per person 18 years of age and older, must be paid at the time of application and is non-refundable
- 5) That you have applied for a rental property within the Seattle city limits.

If the rental property is outside of the Seattle city limits please choose the other application, do not proceed

Applicant – Signature

Applicant – Print Name

Date

WPI REAL ESTATE SERVICES

*Inside Seattle
City Limits*

Tenant Screening
Provided By:

Alliance 2020
Vision through Insight

Telephone
(425) 271-8065
1-800-289-8065



9500 Roosevelt Way NE, Ste 100 • Seattle, WA 98115
(O): 206/522-8172 • (F): 206/522-0725 • www.wpirealestate.com

RENTAL AMOUNT:

\$

PROPERTY INFORMATION – Please complete the following about the property for which you are making application.

MANAGER /RENTAL AGENT NAME YOU CONTACTED:	PROPERTY ADDRESS:	UNIT #:	MOVE IN DATE:
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APPLICANT INFORMATION — Driver's license or photo ID must be provided: Incomplete or false information may result in denial.

LAST NAME:	FIRST NAME:	MIDDLE NAME:	SOCIAL SEC. #:
DRIVER'S LICENSE #:	ISSUED DATE FROM WHICH STATE?:	DRIVER'S LICENSE EXPIRATION DATE:	DATE OF BIRTH:
ADDRESS SHOWN ON DRIVER'S LICENSE:	CITY:	STATE:	ZIP CODE:
YOUR AREA CODE + PHONE #: ()	YOUR EMAIL ADDRESS:		

APPLICANT RESIDENCE HISTORY AT LEAST TWO YEARS: Incomplete or false information may result in denial.

PRESENT ADDRESS:	APT #:	CITY:	STATE:	ZIP:
DO YOU ... <input type="checkbox"/> OWN <input type="checkbox"/> RENT <input type="checkbox"/> LIVE WITH RELATIVES <input type="checkbox"/> SCHOOL DORMITORY <input type="checkbox"/> OTHER				
YOUR AREA CODE + PHONE #: ()	MONTHLY PAYMENT AMT: \$	HOW LONG HAVE YOU LIVED AT YOUR CURRENT ADDRESS?	DATES: FROM:	TO:
CURRENT APT/MORTGAGE OR LANDLORD NAME:	CITY:	STATE:	DAYTIME LANDLORD PHONE #: ()	EVENING LANDLORD PHONE #: ()
REASON FOR MOVING:				

PREVIOUS ADDRESS:	APT #:	CITY:	STATE:	ZIP:
DO YOU ... <input type="checkbox"/> OWN <input type="checkbox"/> RENT <input type="checkbox"/> LIVE WITH RELATIVES <input type="checkbox"/> SCHOOL DORMITORY <input type="checkbox"/> OTHER				
PERVIOUS APT/MORTGAGE OR LANDLORD NAME:	PREVIOUS LANDLORD PHONE #: ()	MONTHLY PAYMENT AMT: \$	HOW LONG AT YOUR PREVIOUS ADDRESS?	DATES: FROM:
REASON FOR MOVING:	CITY:	STATE:		

APPLICANT'S EMPLOYMENT: Paycheck stubs, tax returns or letters of hire/transfer may be required.

CURRENT EMPLOYER:	ADDRESS:	CITY:	STATE:	AREA CODE + PHONE #: ()
POSITION	SUPERVISOR'S NAME:	MONTHLY SALARY: \$	EMPLOYMENT DATES: FROM:	TO: <input type="checkbox"/> FULL TIME <input type="checkbox"/> TEMPORARY <input type="checkbox"/> PART TIME <input type="checkbox"/> SELF-EMPLOYED
PREVIOUS/ADDITIONAL EMPLOYER:	ADDRESS:	CITY:	STATE:	AREA CODE + PHONE #: ()
POSITION	SUPERVISOR'S NAME:	MONTHLY SALARY: \$	EMPLOYMENT DATES: FROM:	TO: <input type="checkbox"/> FULL TIME <input type="checkbox"/> TEMPORARY <input type="checkbox"/> PART TIME <input type="checkbox"/> SELF-EMPLOYED

LIST ALL OTHER PROPOSED OCCUPANTS.

NAME:	AGE:	RELATIONSHIP:	NAME:	AGE:	RELATIONSHIP:		
CAR MAKE:	YEAR:	MODEL:	LICENSE #:	CAR MAKE:	YEAR:	MODEL:	LICENSE #:
EMERGENCY CONTACT:	RELATIONSHIP:	ADDRESS:	CITY:	STATE:	AREA CODE + PHONE #: ()		
ADDITIONAL INCOME: APPLICANT SPOUSE \$	SOURCE:	HAVE YOU EVER LIVED IN THE PRESENCE OF BED BUGS? <input type="checkbox"/> YES <input type="checkbox"/> NO	DO YOU HAVE A WATERBED? <input type="checkbox"/> YES <input type="checkbox"/> NO				
WILL YOU HAVE ANIMALS LIVING IN THE UNIT? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES LIST ANIMAL TYPES:	DOES ANYONE IN YOUR HOUSEHOLD SMOKE, USE, OR CULTIVATE MARIJUANA? <input type="checkbox"/> YES <input type="checkbox"/> NO	DO YOU SMOKE? <input type="checkbox"/> YES <input type="checkbox"/> NO				
IS YOUR SERVICE ANIMAL LICENSED? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	IF YES, WHERE? CITY/LICENSING AUTHORITY:	LICENSE #:					
HAVE YOU EVER BEEN EVICTED OR LEFT A LANDLORD OWNING MONEY?: <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, NAME OF APT/LANDLORD:	CITY:	STATE:	ARE YOU A REGISTERED SEX OFFENDER? <input type="checkbox"/> YES <input type="checkbox"/> NO	IS ANYONE IN YOUR HOUSEHOLD A REGISTERED SEX OFFENDER? <input type="checkbox"/> YES <input type="checkbox"/> NO		

I understand I acquire no rights in an apartment or subject property until I sign a Rental Agreement. I can only be given first priority on leasing subject property if a separate document called "WPI Holding Fee Agreement" and agreed holding fee are accepted by WPI Real Estate. NON-REFUNDABLE APPLICATION FEE: \$

In accordance with State and Federal laws you are hereby notified that an investigation may be made by Alliance 2020 Inc. of the information you provided on this Application, together with information as to your character, general reputation, personal characteristics, and mode of living. You have the right to dispute the accurate disclosure of the nature and scope of the investigation and/or a written summary of your rights under the Fair Credit Reporting Act. Direct all inquiries to Alliance 2020, P.O. Box 4248, Renton, WA 98057.

I/We certify that to the best of my/our knowledge all statements made herein are true and correct. I/We authorize Alliance 2020 to obtain such credit reports, character reports, verification of rental and employment history as it deems necessary to verify all information set forth in the above Application, and provide an investigative report to the undersigned landlord. I/We further understand that false, fraudulent or misleading information disclosed above may be grounds for denial of tenancy or subsequent eviction.

Signed _____ Applicant Signed _____ Landlord Dated _____