



RENTAL APPLICATION

NW Property Management Group does not accept comprehensive reusable tenant screening reports.



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APPLICANT INFORMATION

Last Name	First Name	Middle Name	Social Security #	Birthdate
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Email Address	Cell Phone #	Drivers License #	State
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Name(s) And Age Of All Additional Household Members/Occupants Who Will Reside In The Home: _____

What specific date are you able to move into this property? ASAP is not appropriate: _____

Do you have animals? **YES** **NO** How many, weight, breed & type: _____

Have you and/or any household members/occupants ever declared bankruptcy? **YES** **NO** If YES, please explain: _____

Have you and/or any household members/occupants ever been evicted or have any negative rental history? **YES** **NO** If YES, please explain: _____

Is there any criminal activity that will show up on your background and/or any household members/occupants background? **YES** **NO** If YES, please explain: _____

Are you currently participating in the Section 8 Program? **YES** **NO** If yes, what is your section 8 voucher limit? _____

Please list any and all AKA's and other names you have ever used or been known by: _____

RESIDENCY & RENTAL INFORMATION *(need 5 continuous years)*

Current Address	City / State / Zip	Owner/Manager Contact Name	Owner/Manager phone #
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Apartment Community / House	Move-In Date: / Move-Out Date:	Rent Amount	Own/Lease
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Previous Address	City / State / Zip	Owner/Manager Contact Name	Owner/Manager phone #
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Apartment Community / House	Move-In Date: / Move-Out Date:	Rent Amount	Own/Lease
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EMPLOYMENT INFORMATION *(need 5 continuous years)*

Current Employer	Position	Contact Name (H/R, Payroll, or Supervisor)	Phone Number
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Address	City / State / Zip	From: (mm/yyyy) To:	W-2, 1099, CASH, MISC
			Monthly Salary "Circle Pay Type"

Previous Employer	Position	Contact Name (H/R, Payroll, or Supervisor)	Phone Number
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Address	City / State / Zip	From: (mm/yyyy) To:	W-2, 1099, CASH, MISC
			Monthly Salary "Circle Pay Type"

ADDITIONAL INCOME (Documentation to verify is required)

Additional Income Source	Monthly Amount
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Additional Income Source	Monthly Amount
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ADDITIONAL INFORMATION

Applicants Nearest Relative	Relationship	Address	Phone Number
Emergency Contact	Relationship	Address	Phone Number
Personal Reference	Relationship	Address	Phone Number

BILL & PAYMENT OBLIGATIONS

Auto #1 (color, Make, Year & Model)	License Plate # - State	Monthly Payment
Auto #2 (color Make, Year & Model)	License Plate # - State	Monthly Payment
Credit Card	Total Debt Amount	Monthly Payment
Misc Debt	Total Debt Amount	Monthly Amount
Misc Debt	Total Debt Amount	Monthly Amount
Misc Debt	Total Debt Amount	Monthly Amount

I authorize "NWPMG Applications" to charge my credit card account a **non-refundable application fee of \$55.00** which is earned upon the submission and receipt of this application. Money orders or cashier's checks need to be made out to "NWPMG Applications". **No personal checks are accepted.**

_____ Visa _____ MasterCard Account Number _____ Code _____
Exp. Date _____ Amount \$ _____ Zip code _____ Signature _____

In compliance with the Fair Credit Act and RCW 59.18.257 (2), this is to inform you that a credit and background 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 tenancy 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. There are no other agreements expressed or implied between the parties.

I certify to the best of my knowledge all statements are true. I authorize the owner/agent 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. 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.

STANDARD CRITERIA FOR TENANT SELECTION

NW Property Management Group "NWPMG" does not accept comprehensive reusable tenant screening reports or process applications on a "first in" or "in order of submission" timeline.

Please be prepared to pay the non-refundable application fee of \$55.00 as outlined in the property listing and online application process. In addition to this rental application, you will also be required to provide a copy of a valid government issued photo identification and proof of income. Each resident/occupant over the age of 18 must submit a separate completed rental application and pay the application fee. You will be required to view the interior and exterior of the property in person with one of our agents in order for your application to be approved for tenancy. If you are unable to personally view the property, your application will not be approved.

To complete this rental application, you are required to view the interior and exterior of the property in person with one of our agents, provide the past 5 continuous years of residency and employment history as well as all contact information for current and past rental references and employers. You will also be required to provide information and documentation on your gross income. Please note that most properties require gross income to be a minimum of 3 times the monthly rent amount, yet could be lower or higher depending upon your specific income and financial situation. Final determination of the required income amount will be determined by reviewing the debt load, credit history, payment history, past due amounts, judgments, collections, housing expenses, household expenses and business expenses to determine applicant's solvency or insolvency.

Income must be documentable and verifiable. If income does not meet this requirement, applicant may not be approved to rent the home. Documentable means; third party payments to applicant, third party documentation verifying source, i.e., pay check stub showing year-to-date income, statement, voucher, account history, current and complete bank statements (all pages), retirement statement, etc., cash deposits are not considered verifiable income yet cash deposits into a bank account are considered documentable. If self-employed you are required to provide personal and business bank statements for 3 current and consecutive months.

If you do not have a social security number "SSN", please enter 999-999-9999 to move past this field of the application and provide an EIN, TIN or ITIN number if you have one. If you do not have a SSN, provide the following alternative financial documents for review. Review of these documents will determine your financial solvency and ability to qualify to rent the home you are applying for.

- 6 months of complete bank statements to include personal and or business accounts
- Current contracts for major purchases and payment history for the past 12 months
- Paid off installment contracts and payment history of the final 12 months of the contract
- Current utility accounts and payment history for the past 12 months
- Complete credit card statements for the past 6 months

Generally required criteria to qualify for residency include:

- Documentation of adequate gross income of no less than 3 times the amount of rent is typically required. Housing vouchers will be included in the income calculation if applicable
- Proof of current and valid, government-issued photo identification i.e., driver's license, passport, visa, etc.
- Verification of employment, income and/or financial assets
- Verification of valid 3rd party positive rental history / or residency history for the last 5 years. Under some certain or unique situations we may request an inspection of your current residence to authenticate current place of residency and proper care
- Positive credit history and use (Minimum of 2 years of positive credit history with no late payments or negatives is required in most situations and evaluated on a case-by-case basis)
- Minimum credit score of 650. Some exceptions may apply if income and rental verifications exceed standard and there are not negative credit events
- If applicant has no SSN then applicant must submit alternative financial documents to be reviewed for determination of their financial solvency
- Ability to start financial responsibility for the residence within 10 days of submitting the application

Criteria that could result in denial of application and residency for all applicants include:

- History of criminal behavior and or activity by any proposed occupant which presents a danger to persons and/or property, or the peace and enjoyment of the others in the community could negatively impact your application. Determinations as to criminal activity screening will be made on a case-by-case basis and based on several factors and information. There will be no automatic denials for arrests or criminal convictions except the following: manufacture and/or distribution of any federally controlled substance.
- Negative credit and/or money management issues which may indicate the applicant is high-risk, or a pattern of payment delinquency
- Review of applicant's alternative financial documents indicates insolvency or inability to maintain debts and financial obligations
- Excessive debt which may impact applicant's ability to pay rent
- Open bankruptcy
- Omission and or falsification of any information
- Incomplete applications, inability to personally view the interior and exterior of the home and/or failure to provide requested information and or documentation within 12 hours

Only completed applications will be approved. Incomplete applications, including applicants who have not viewed the property in person, will not be approved until all missing or requested information is submitted. Applicants will have up to 12 hours to submit any and all missing information/documentation. If the requested information/documentation is not submitted within that 12 hour period, applicants may be denied and/or the property may be rented to someone else. When there are multiple applications, we prioritize applications based upon the completeness of the applications, move-in date indicated on the application, financial strength and overall qualifying criteria strength.

Co-signers:

Co-signers will only be considered in some situations where the applicant has no rental history and/or credit history. Applicants will be required to financially qualify on their own. Co-signers will not be allowed in situations where an applicant has negative rental history, credit history or criminal history that would be cause to deny the application for tenancy.

Pets, Service, Companion and Emotional Support Animals:

Please check the rental ad for the property's pet policy. Small pets are considered below 20 lbs, medium pets are considered between 21 lbs to 40 lbs, large dogs are considered over 41 lbs. If you have a service, companion or emotional support animal, please submit the completed "Request For Accommodation" form located on our website under the forms tab with your application, and the necessary 3rd party letter. If you are unable to download and complete the "Request For Accommodation" form, you can email us the details of your reasonable accommodation request.

Application Approval:

Once your application is approved, you will have 24 hours to complete the review and signing of your lease agreement, and to make payment of the required move-in funds "pro-rated first month's rent and/or the following month's rent if the commencement date is the 20th of a month or later", "security and/or pet deposits", "utility charges", and any other move-in fees, etc. If both signing the lease agreement and payment of the required move-in funds is not completed within the 24 hour period, your application for tenancy may be revoked and canceled unless both parties agree otherwise in writing.

NWPMG reserves the right to accept, process and approve applications that are more complete and stronger at any time during the rental application process, and approve them regardless of any and all circumstances. Time is of the essence and any processing delays that are caused by the applicant could result in denial of the application.

AUTHORIZATION TO RELEASE INFORMATION TO PROSPECTIVE LANDLORD OR PROPERTY MANAGER

I, represent that I am applying to rent a residence from NW Property Management Group. All of the parties stated within are hereby requested and authorized to speak and communicate with NW Property Management Group for the purpose of discussing any tenancy or employment. There are no limitations or restrictions regarding what may be discussed or revealed to NW Property Management Group. You are also herewith given express permission and consent to provide copies of my entire tenancy file to NW Property Management Group. I hereby hold the named parties free and harmless of any liability for providing written or verbal information and/or discussing the quality of my tenancy or employment with NW Property Management Group. A photocopy of this release is as valid as an original thereof, even though the photocopy does not contain an original writing of my signature. Paper documentation proving all forms of income and a copy of your photo ID must be provided with this application for it to be approved. If not submitted to us within 24 hours of submitting your application, your application will be denied for lack of documentation.

_Applicant's Signature

Date _____