



**NW Property Management Group provides an equal housing opportunity for all.**

### STANDARD CRITERIA FOR TENANT SELECTION

Generally required criteria to qualify for residency include:

- Documentation of adequate gross income of at least 2 ½ to 3 times the amount of rent
- Proof of positive identification
- Verification of employment (minimum of 1 year at current employer or consistent trade or occupation)
- Verification of positive, current rental history / or residency history for the last 3 years
- Positive credit history (minimum of 1 year responsible credit use and current payments)

General criteria that will result in denial of residency include:

- History of criminal activity (arrests and / or convictions by any occupant)
- Evictions and or negative rental history on applicants record
- Negative credit issues which may indicate applicant is high-risk and / or indicates a pattern of payment delinquency
- Excessive debt which may impact applicants ability to pay rent
- Incomplete applications and or failure to provide requested information and or documentation

### 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 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 pets? **YES NO** How many, weight, breed & type: \_\_\_\_\_

Have you ever declared bankruptcy? **YES NO** If YES, please explain: \_\_\_\_\_

Have you 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? **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? \_\_\_\_\_

### RESIDENCY & RENTAL INFORMATION *(need 3 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:	Monthly Salary	W-2, 1099, CASH, MISC "Circle Pay Type"
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Previous Employer	Position	Contact Name (H/R, Payroll, or Supervisor)	Phone Number
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Address	City / State / Zip	From: (mm/yyyy) To:	Monthly Salary	W-2, 1099, CASH, MISC "Circle Pay Type"
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**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
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Emergency Contact	Relationship	Address	Phone Number
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Personal Reference	Relationship	Address	Phone Number
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**BILL & PAYMENT OBLIGATIONS**

Auto #1 (color, Make, Year & Model)	License Plate # - State	Monthly Payment
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Auto #2 (color Make, Year & Model)	License Plate # - State	Monthly Payment
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Credit Card	Total Debt Amount	Monthly Payment
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Misc Debt	Total Debt Amount	Monthly Amount
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Misc Debt	Total Debt Amount	Monthly Amount
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Misc Debt	Total Debt Amount	Monthly Amount
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I authorize "NWPMG Applications" to charge my credit card account a **non-refundable application fee of \$40.00** 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 express 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.

**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.

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