



Property Address: _____

Date received: _____



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
Email Address	Cell Phone #		Drivers License #	State

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 #
Apartment Community / House	Move-In Date: / Move-Out Date:	Rent Amount	Own/Lease
Previous Address	City / State / Zip	Owner/Manager Contact Name	Owner/Manager phone #
Apartment Community / House	Move-In Date: / Move-Out Date:	Rent Amount	Own/Lease

EMPLOYMENT INFORMATION *(need 5 continuous years)*

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

ADDITIONAL INCOME (Documentation to verify is required)

Additional Income Source	Monthly Amount
Additional Income Source	Monthly Amount

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 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.

STANDARD CRITERIA FOR TENANT SELECTION

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 form of identification and proof of income. Each resident/occupant over the age of 18 must submit a separate completed rental application and pay the appropriate fee.

To complete this rental application, you must 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 as 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 applicants solvency or insolvency.

Income must be documentable and verifiable. If income does not meet this requirement, applicant will 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, complete bank statements (all pages), retirement statement, etc., cash deposits are **not** considered verifiable income. If self-employed you are required to provide personal and business bank statements for 3 consecutive months.

Generally required criteria to qualify for residency include:

- Documentation of adequate gross income of no less than 3 times the amount of rent. 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 and income
- Verification of valid 3rd party positive, current rental history / or residency history for the last 5 years
- Positive credit history and use (Minimum of 2 years of positive credit history with no late payments or negatives)
- Minimum credit score of 650. Some exceptions may apply if income and rental verifications exceed standard
- Ability to start financial responsibility for the residence within 7 to 14 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 issues which may indicate applicant is high-risk, or a pattern of payment delinquency
- Excessive debt which may impact applicant's ability to pay rent
- Open bankruptcy
- Unverifiable social security number (cannot use TIN in place of a SSN)
- Omission and or falsification of any information
- Incomplete applications and or failure to provide requested information and or documentation within 24 hours

Only completed applications will be processed. Incomplete applications will not be processed until all missing information is submitted. NWPMG reserves the right to accept, process and approve any applications at any time during the rental and application process, and approve them regardless of any and all circumstances. When there are multiple applications, we prioritize applications based upon the qualifying criteria.

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** _____