

Please Print Clearly. Co-applicants with different addresses should fill out separate applications.

Address of unit being applied for:

Applicant Name _____ SSN _____ DOB ____/____/____
First Middle Initial Last

Driver's License # _____ State _____ Other Names Used _____

Phone _____ Email _____

Co-Applicant Name _____ SSN _____ DOB ____/____/____
First Middle Initial Last

Driver's License # _____ State _____ Other Names Used _____

Phone _____ Email _____

Address _____ Unit# _____ City _____ State _____ Zip _____

Landlord/Manager Name _____ Landlord/Manager Email _____

Monthly Rent/Payment \$ _____ Dates: ____/____/____ To ____/____/____

Day Phone(s) _____ Night Phone(s) _____

Previous Address _____ City _____ State _____ Zip _____

Landlord/Manager Name _____ Landlord/Manager Email _____

Monthly Rent/Payment \$ _____ Dates: ____/____/____ To ____/____/____

Day Phone(s) _____ Night Phone(s) _____

Name of Employer _____ Job Title _____ Monthly Gross \$ _____

Date of Hire _____ Full Time Yes No Supervisor _____ Phone _____ Email _____

Employers' Address _____ City _____ State _____ Zip _____

Co-App Employer _____ Job Title _____ Monthly Gross \$ _____

Date of Hire _____ Full Time Yes No Supervisor _____ Phone _____ Email _____

Employers' Address _____ City _____ State _____ Zip _____

Vehicle(s) Make/Model _____ License#(s) _____ State _____

Other Vehicles _____ Pet(s) Weight & Breed _____

EMERGENCY CONTACT _____ Relationship _____ Phone _____

Other Persons to occupy unit (incl. date of birth) _____

Reason for Moving _____

Has either applicant ever been convicted of a criminal offense? Yes (Please explain) No

Has either applicant ever been convicted of or plead guilty or "no contest" to a misdemeanor or felony involving sexual misconduct (whether or not resulting in a conviction)? Yes No Has either applicant ever been evicted? Yes No

CORRECT INFORMATION - Applicant(s) represents that all of the above statements are true and complete. Applicant(s) acknowledges that giving false information herein may constitute grounds for rejection of this application, termination of right of occupancy, and/or forfeiture of deposits and may constitute a criminal offense under the laws of this State. Applicant(s) understands they acquire no rights in the rental unit until a Holding/Security Deposit is paid when requested by the Landlord/Manager.

NOTICE TO APPLICANT(S) - You are being charged a **NON-REFUNDABLE FEE** for screening your application. Screening may include calling your employer(s), references, current and former Landlords, financial institutions, a credit report, checking Public Records, and verifying information on the application. If you are denied tenancy based on information reported you have the right to dispute it by contacting Rental Research Inc. By signing this application you authorize the screening process and acknowledge a copy of this notice.

Signature _____ DATE _____ Co-App Signature _____ DATE _____

Member Info:
 RRI ACCOUNT# _____
 Contact Person _____
 End User Name _____
 Email / Fax _____
 Phone _____
 Type of Report: _____
 RRI since 1978

Please charge \$ _____ (Plus tax) for each report to:
 Card # _____
 Expiration: ____/____ 3-Digit Security Code: _____
 Name on Card: _____
 Billing Address (incl. city/state/zip): _____
 Signature: _____
****Credit Card will be charged separate transactions for each applicant****

RENTAL QUALIFICATIONS STANDARDS & APPLICATION GUIDELINES

Thank you for considering Olympic Rental & Landlord Services as you search for a home to rent. After reading these standards and guidelines, please contact us prior to applying should you have any questions.

APPLICATION GUIDELINES

- Each person 18 years and older in the household will need to fill out a complete application and submit a non-refundable application fee. The application will not be considered with missing or false information.
- The application process should take 1 – 2 days provided all information is complete and references respond in a timely manner.
- A full rental holding deposit (one month's rental amount) may be submitted at the time of application, but will not be deposited until the applicants are accepted. A receipt will be given recognizing the deposit and the terms on which the rental will be held for the applicant. Once accepted, this holding deposit is non-refundable, but will transfer to the security & cleaning deposit upon move in. Ordinarily, a home will not be held for more than 7 days beyond the established availability date. A home will not be held without a full rental deposit.
- After acceptance, all rental forms should be signed within two days, with first month's rent, security deposit (holding deposit) and any fees paid at that time. We will make a lease signing appointment to review all important items or if tenants are not in town, other arrangements can be made to accomplish this.

QUALIFICATION STANDARDS

- Positive Photo Identification – e.g. driver's license, military ID, employment ID, green card, passport.
- Gross Annual Income – three to four times the amount of annual rent and having been maintained for at least 3 months prior to application. Proof of earnings must be documented. Unverifiable income (such as unreported cash basis business income or tips) or inconsistent income (one-time tax returns or inconsistent spousal support payments) cannot be considered.
- Employment History – at least six months at present place of employment and/or two years of employment in the same field with income verification through direct employer contact, tax records, pay stubs, or Leave & Earning Statements. Military personnel recently assigned to the area are required to provide a copy of military orders & officer contacts.
- Positive Credit Report – may not provide previously printed credit report. Extra-ordinary amounts of debt could result in higher income requirements. Credit Report Provided by Rental Research Inc. 30504 Pacific Highway S Federal Way, WA 98003 (253) 927-1531.
- Positive rental or home ownership history for at least two years – with no prior evictions, unlawful detainers filings or debts owed to previous landlords or rental utilities.
- Criminal history free of felonies or convictions related to drugs, crimes against persons and/or property.

EXCEPTIONS TO STANDARDS – “ADVERSE ACTION OPTIONS”

Sometimes due to extenuating circumstances, exceptions to one area of the above standards may be considered, often with some “adverse action” being required. For instance, perhaps a loss of job or divorce led to a tough time as seen in the credit report. Before and after these challenging times, the applicant showed good credit and qualifies in all other areas. Or, perhaps a person committed a felony act when much younger and has since that time made restitution and exhibited positive social behavior. Exceptions like these may be made on a case by case basis. A qualified co-signer or additional deposits may be required, thus allowing a tenant to rent a home which might otherwise not be available to them. Please reveal any information that may not meet all standards prior to having us run your application. It is frustrating and expensive for everyone involved to go through the entire process only to realize that an important standard is not met and no adverse action option can be taken to overcome it.

RE-USABLE SCREENING REPORTS

Due to the uncertainty of the quality of various re-usable screening reports, Olympic Rentals does not accept these reports as a substitute for our normal screening requirements.

NEED TO REGISTER TO VOTE OR CHANGE YOUR REGISTRATION MAILING ADDRESS

Visit: <https://www.sos.wa.gov/elections/>

RESIDENTS LOCATED WITHIN THE CITY OF TACOMA

See Rental Housing Code (TMC 1.95) at: <https://www.cityoftacoma.org/rentalhousingcode>