

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 _____ **Supervisor** _____ **Email** _____
Date of Hire _____ **Job Title** _____ **Full Time** Yes _____ No _____ **Phone** _____
Employers' Address _____ **City** _____ **State** _____ **Zip** _____ **Monthly Gross \$** _____
Co-App Employer _____ **Supervisor** _____ **Email** _____
Date of Hire _____ **Job Title** _____ **Full Time** Yes _____ No _____ **Phone** _____
Employers' Address _____ **City** _____ **State** _____ **Zip** _____ **Monthly Gross \$** _____

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 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 appli. 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: _____

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 rental holding deposit (of at least 25% of one month's rent) 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 holding deposit.
- After acceptance, all rental forms should be signed within two days. The first month's rent, security deposit and any fees must be paid by the lease start date. 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>