



# Rental Services, Inc.

1-866-395-6103 Fax: 1-800-766-5331



Non-Refundable Screening Fee \$ \_\_\_\_\_

Full  Express  Credit Only  Credit & Evictions  Credit & Criminal

TOTAL DUE \$ \_\_\_\_\_

Date \_\_\_\_\_ Member # \_\_\_\_\_ Member Name \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

I \_\_\_\_\_ have checked a  valid Drivers License  State I.D.  S.S. Card Rent Amount \$ \_\_\_\_\_

Address of Rental Property \_\_\_\_\_ UNIT \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

**An incomplete application causes a delay in processing and may result in denial of tenancy. Complete separate application if co-applicant is other than spouse.**

**Applicant's Name** (FULL LEGAL) FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_ LAST \_\_\_\_\_ SS# \_\_\_\_\_

DOB: \_\_\_\_\_ Dr. Lic.#/St. \_\_\_\_\_ Phone# \_\_\_\_\_

**Spouse's Name** (FULL LEGAL) FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_ LAST \_\_\_\_\_ SS# \_\_\_\_\_

DOB: \_\_\_\_\_ Dr. Lic.#/St. \_\_\_\_\_ Phone# \_\_\_\_\_

Occupants Name, Age & Relationship: \_\_\_\_\_ Applying with roommate?  Yes  No

CURRENT ADDRESS			PRIOR ADDRESS		
STREET			STREET		
CITY			CITY		
STATE/ZIP CODE <input type="checkbox"/> Rent <input type="checkbox"/> Own			STATE/ZIP CODE <input type="checkbox"/> Rent <input type="checkbox"/> Own		
Pymts pd to: Amt. \$			Pymts pd to: Amt. \$		
How Long (Mo./Day/Yr.) From To			How Long (Mo./Day/Yr.) From To		
Apt. Community Unit #			Apt. Community Unit #		
Landlord/Mgr. Hm# Wk#			Landlord/Mgr. Hm# Wk#		

PRESENT OCCUPATION		PRIOR OCCUPATION		SPOUSE'S OCCUPATION	
Employer		Employer		Employer	
Street		Street		Street	
City St.		City St.		City St.	
Type of Bus.		Type of Bus.		Type of Bus.	
Title		Title		Title	
Mgr/CO Ph.#		Mgr/CO Ph.#		Mgr/CO Ph.#	
Hire Date Mo. Salary \$		Hire Date Mo. Salary \$		Hire Date Mo. Salary \$	

Additional Income (Interest, child support, etc.) \_\_\_\_\_

Bank \_\_\_\_\_ Ck. Acct. # \_\_\_\_\_ Svgs. Acct. # \_\_\_\_\_

In what state did you acquire your credit? \_\_\_\_\_ Have you ever used any other name? Yes  No  If yes, name(s) \_\_\_\_\_

Have you or any other person named on this application ever been convicted of any crime or felony? Yes  No  If yes, what was the charge? \_\_\_\_\_

Date of conviction: \_\_\_\_\_ In what state and county? \_\_\_\_\_ Are you still responsible to the court? Yes  No

Have you or any other person named on this application: Been evicted? Yes  No  Refused to pay rent? Yes  No  Filed bankruptcy? Yes  No

If evicted, where: \_\_\_\_\_

Are you currently a registered sex offender? Yes  No  If yes, where? \_\_\_\_\_

List installment payments made to mortgage, auto, other loans.

Company Name	City, State	Account#	Monthly Payment	Loan Balance
1. _____				

Car \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Yr. \_\_\_\_\_ Lic.# \_\_\_\_\_

Local Friend \_\_\_\_\_ Phone \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Nearest Relative \_\_\_\_\_ Phone \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Pets:  Yes  No Type & Size \_\_\_\_\_

I understand I acquire no rights in an apartment until I sign this application and submit a holding fee in the amount of \$ \_\_\_\_\_. Upon approval of this application and signing of a Rental Agreement, this fee will be credited against my deposit and/or my first month's rent. In consideration for the landlord holding apartment \_\_\_\_\_ for me, I hereby waive all rights to the return of the holding fee and the fee shall be retained as liquidated damages in the event I choose not to enter into the agreement after being accepted for tenancy. In the event this application for tenancy is not accepted, the holding fee shall be returned to me.

In compliance with state and federal laws, this is to inform you that a consumer investigation involving statements made on this application is being initiated. This investigation may involve obtaining information regarding your character, general reputation, credit, mode of living and criminal background. You have the right to dispute the information reported. If this application is denied because of credit history, you may obtain a copy of your credit report from the credit reporting agency. RSI or landlord has my permission to release information found in screening for any lawful purpose associated with tenancy of the premises.

I authorize Rental Services, Inc. to obtain credit reports, character information, verification of rental history, employment history, bank information, public records and personal references as necessary to verify all information set forth in this application.

I certify that to the best of my knowledge all statements in this application are true and correct. I understand that false, misleading or incomplete information can be grounds for denial of tenancy or for eviction. \_\_\_\_\_ (initials).

**I understand that Rental Services, Inc. is not responsible for rental decisions.**

SIGNED \_\_\_\_\_ TENANT SIGNED \_\_\_\_\_ TENANT DATE \_\_\_\_\_

AGENT \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_

pm-44 **ACTION PROPERTY MANAGEMENT**

POB 3415, Sequim, WA 98382 360-681-4737

**RESIDENT ADMITTANCE POLICY**

**This document must be signed, dated, and returned with completed screening application before screening application is considered submitted and will be processed.**

**Every adult applicant for residency must meet the criteria outlined below or be rejected.**

**PURPOSE**

- 1 - To provide a standardized guideline for admitting residents to properties managed by Action Property Management.
- 2 - To ensure that all applicants are treated fairly and equally.
- 3 - To eliminate the possibility of discrimination in rental decisions.
- 4 - To ensure that only responsible tenants, who will pay rent on time and maintain the rental property, are admitted to Action Property Management properties.

**SCORING:** Each applicant's screening report shall be reviewed for two types of adverse information: **NEGATIVES** and **TERMINALS**. If three or more **NEGATIVE** items are found in a report, the applicant shall be rejected. Each and every occurrence of a negative listed below will be considered a point. If any one **TERMINAL** item is found, the applicant shall be rejected.

**NEGATIVES:** The following items shall be considered negative items.

- Any credit account with any 30 or more day late payments in the last five years.
- Any credit account that is currently rated more than 30 days late.
- Any credit account which is rated as having gone to collection.
- Any collection, judgement, bankruptcy, or lien.
- Any landlord references that include more than one late payment.
- Any instance of a damage deposit which was not returned due to damage to the rental unit (beyond normal wear and tear).
- Any instance of proper Intent to Vacate notice not being given to a landlord.
- Any instance of unauthorized pets or persons occupying a unit rented to the applicant.
- Any instance of a lease being broken by the applicant.
- Any bank reference which shows any NSF checks in the previous 24 months.

**TERMINALS:** The following items shall be considered terminal, and shall be sufficient to decline the application:

- Applicant writes a check for screening that is not accepted by Tenant Screening Services.
- Applicant possesses no valid picture identification, state or federal or foreign passport.
- Applicant does not have a valid social security number.
- Any **OPEN** bankruptcy (a bankruptcy to which new claims can still be added).
- Any collection filed by a property management company.
- Any eviction or Unlawful Detainer action.
- Any search of public records that determines that the applicant(s) have been convicted of, or pled guilty or no-contest to, any felony or misdemeanor within the past ten (10) years involving theft, dishonesty, assault, domestic violence, intimidation, prostitution, drug related or weapons charges, obscenity and related violations (ORS 167.060 through 167.100), sex crimes and/or child sex crimes.

- Any rent or damage claims due from a past tenancy.

- Any current 3-Day Notice.
- Any income level or combined income level, in the case of married applicants, but not in the case of co-applicants, which is less than three times the rent of the unit applied for.
- Any conviction for: manufacture of illegal drugs; use of illegal drugs; selling of illegal drugs; possession of illegal drugs.
- Any employment references which states that the applicant will be terminated in the near future, where other income is less than 3 times the rent of the unit applied for.
- Any false, misleading or incomplete information by the applicant on the written application.
- Any history of disruptive behavior, or of living or housekeeping habits that would pose a direct threat to the health and safety of other individuals.
- Any applicant has a water bed.
- Applicant has too many people for size of property applied for.

**EXTENUATING CIRCUMSTANCES:** In some cases Action Property Management may feel that an applicant who does not qualify under this policy might still be an acceptable risk due to extenuating circumstances. Such circumstances might include (but are not limited to) severe medical problems, recent death of a spouse, a temporary period of unemployment in the past, negative information confined to a single landlord reference, etc. If you have extenuating circumstances, we would advise you to present the circumstances to Action Property Management before your application is processed.

**Action Property Management alone reserves the right to make the final decision to accept or decline any application that does not meet our residence admittance policy.**

**TIME:** It takes a **MINIMUM** of 48 hours to screen an applicant. No screening is considered complete until all information is received from the screening agency. If your references do not respond within 24 hours of being contacted by the screening agency, it will delay your application. If your application is so delayed, Action Property Management reserves the right to screen other applicants for the property you have applied for and will no longer consider you in first position for the property you have applied for.

**NOTE: Once notified that your screening is complete and meets our standards, you will have 48 hours to execute a pre-lease and submit a \$500 fee to hold the property. This will be come part of your security deposit when you sign a lease. If you fail to meet this time limit you will no longer be considered to be in first position for the property. If you do not move into the property applied for as agreed, the \$500 will be forfeited to Action Property Management.**

**SCREENING INFORMATION:** State Law requires that we not give out screening result information to anyone including the applicant.

**ANTI-DISCRIMINATION:** No applicant shall be declined residency on the basis of race, color, sex, religion, national origin, handicap, familial status, or age.

**NOTE: All screening applications require a \$38.00 screening fee, from each adult person ( married couples using the same last name may submit one application and one \$38.00 fee), by money order or by submitting the credit payment form, payable to Rental Services, Inc. Screening fees are non refundable.**

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Applicant \_\_\_\_\_ Date \_\_\_\_\_

**CREDIT CARD PAYMENTS**  
**RENTAL SERVICES, INC.**

----- <b>DATE:</b> _____ <b>CONFIRMATION #:</b> _____
--

**CUSTOMER MEMBER #:** \_\_\_\_\_

**NAME ON THE CREDIT CARD:** \_\_\_\_\_

**AMOUNT OF TRANSACTION:** \_\_\_\_\_

**TYPE OF CARD:**     **VISA   (OR)   MASTERCARD** \_\_\_\_\_

**CREDIT CARD #:** \_\_\_\_\_

**EXPIRATION DATE:** \_\_\_\_\_

**BILLING PHONE #:** \_\_\_\_\_

**BILLING ADDRESS:**  
\_\_\_\_\_  
\_\_\_\_\_

**AUTHORIZING SIGNATURE:** \_\_\_\_\_