



# Company Rental Criteria

We are committed to providing a large selection of homes to fit various individual needs. Our available rentals include all price ranges, from cozy apartments to magnificent executive homes. With this in mind, we are committed to working with prospective tenants to find a home that can fit their personal situations.

Our rental criterion is the guideline followed for approving new tenants. If you feel like you would be a great tenant but do not meet the all the criteria below, please call and speak with a property manager about your situation. <u>ALL individuals 18 years and older that will be living in the household must fill out an application. Qualification for a property is determined based upon the entire household.</u>
Property (unit) can only be held up to 10 DAYS before lease must start (e.g., occupancy begins).

## **Rental History**

- Twenty-four (24) consecutive months of verifiable rental history or home ownership.
- NO evictions
- NO outstanding money owed to a landlord or Property Management company.
- Proper notice given to current or previous landlords.

## **Employment History**

- Twelve (12) months of current employment or six (6) months in a similar job.
- Self-employed persons will need to show proof of income for minimum of past 2 years, which includes 2 years tax returns and previous two months bank statements.

#### **Income Requirements**

- Gross income (including co-applicant) shall be a <u>MINIMUM</u> of three (3) times the rent amount. Must be able to document all income.
- Ability to pay all deposits and rent in full, prior to move-in.

## **Credit Requirements**

- Established credit history with a credit score of 600 or higher.
- Discharged bankruptcies accepted with re-established credit. If you have questions regarding your bankruptcy, please call as they are handled on a case-by-case basis.

#### **Criminal Records**

Criminal convictions within the last seven years may result in the denial of your application.

## I.D. Required

• Each applicant 18 years of age and over will be required to produce a photo I.D. (e.g., a driver's license or other government issued photo identification card).

Any exceptions to these criteria must be submitted in writing to the rental agent for the landlord's review and consideration. If approval is then granted for such exceptions, additional security, and /or additional advance rent payments may be required.

\* The above criteria are subject to change without notice and due to individual circumstances. If your application is denied the landlord isrequired to provide you with a written notice of adverse action that states the reason(s) for taking adverse action (RCW 59.18.257). Adverse action can be denial of your application or approval on condition (increased deposit, last month's rent, increased monthly rent). You have the right to dispute the accuracy of the information in the tenant screening report. You have the right to a free copy of your tenant screening report or to request a free copy of your tenant screening report please submit your request in writing with a copy of your photo ID to:

LandlordSolutions, 2201 North 30th Street, Tacoma, WA 98403, Office: 253-396-0010 | Fax: 866-877-9688

By signing below the applicant acknowledges receipt of the prospective landlord's criteria that may result in denial of your application. Screening fees are non-refundable. Applicant may be denied for providing false, inaccurate, or misleading information or for an incomplete application. Each applicant must sign receipt.

Applicant – Print name	Date	Applicant – Signature	Date
Applicant – Print name	Date	Applicant – Signature	Date





# **Submitting an Application**

Thanks for your interest in one of our properties. To make the process as easy as possible for you to get into your new home, we have created this reference guide on how to apply to rent one of our properties.

## Steps to submitting an application:

1. <u>SCHEDULE AN APPOINTMENT:</u> Call and schedule an appointment before you drop off application(s). We are required to have a licensed agent in the office when you submit your application. Please call to confirm a licensed agent will be present.

## 2. COLLECT ALL NECESSARY DOCUMENTS:

- Completed rental application PARTS I and II: Read, fill-out and arrive with signatures for <u>ALL ADULTS 18 years and older</u>. If you need extra copies, you can get them from our website. Otherwise, you can pick some up at our office. If you need more space on the application attach additional blank sheets.
- Copies of driver's license(s): We will need a copy of each applicant's driver's license to verify signatures of applicants before requesting your credit history. We can make copies at our office if you bring each license.
- **Income documentation for each applicant:** Either a recent paycheck stub or documentation indicating how much consistent income each applicant makes. Child support and similar funds are accepted, documentation required. In general, the more documentation you provide the more efficiently your application can be evaluated.
- Bank Statements for each applicant: Two (2) recent and complete bank statements.
- Collect other documentation: Any other information you feel that is pertinent to your situation and will help us evaluate you as a potential tenant, please feel free to bring as much as you feel is necessary.
- Holding Fee In secured funds: No cash. Holding fee is equivalent to 25% of the total monthly rent. Holding Fee must be either a money order or cashier's check. The Holding Fee is fully refundable if your application is declined after our screening process. Please leave the money order/cashier's check blank in case the application is denied, it can be returned for a quicker refund.
- **Application fee:** No cash. Pay application fee of \$40 dollars <u>PER ADULT APPLICANT</u> with money order or cashier's check. This fee covers the cost to conduct a credit and criminal review with your application.
- Pet Photo: If applicable, please attach a photo of your pet(s).

## **Discussion on Pets**

- Small pets under ~30 lbs. and older than 18 months are allowed in most of our properties with additional fees and deposits. A
  maximum of two pets are allowed. Please call to discuss if you're uncertain your pet qualifies.
- We require a photo of each pet for our file. The following breeds are not allowed: German Shepherd, Doberman, Pit Bull or Pit Bull mix, Staffordshire Terrier, Chow, Rottweiler, Siberian Husky, Akita, Malamute, Presa Canario and Wolf-Hybrid.
- Service animals are the exception. Please call to discuss. Documentation may be required.

#### **Other Considerations**

Our company policy is to report all non-compliances with terms of your rental agreement or failure to pay rent, or any amounts owed to the credit bureau.

Our properties are rented on a first come first-serve basis. After we receive a completed application with all supporting
materials, we no longer show the property, if we decline the application, it will be available to rent again.

#### **Smoking**

No smoking is allowed in any of our units.

## **Secondary Applications**

If an application has already been submitted, the Property Management Company will accept <u>one</u> back-up application per property, but <u>WILL NOT PROCESS</u> the application, until the first position application has been officially denied. Your application still must include all the necessary documents and funds to be placed in second position for the property. If the first application is approved, <u>then all your funds will be refunded</u>.

## **Kalles Property Management Contact Information**

Puyallup Office: 2702 East Main #A, Puyallup, WA 98372 253-848-9393 Ofc 253-848-3532 Fax



Owned Rented (Please circle)



# Rental Application: Part I – Application Please print clearly and complete all blanks on Part I and Part II of this Application

Property (unit) Address: NOTE: Property (unit) can only be held up to 10 DAYS before lease must start (i.e., occupancy begins). **Rental Application** Applicant Information #1 Maiden Name: Full Name: Date of birth: SSN: Fmail: Home Ph.#: Cell Ph.#: Driver's License # and State: Current address: City: State: Zip: Landlord Name/Complex Name: Landlord Phone #: (Please circle) Rent Monthly Payment: Move-in date: Move-out date: Own Previous address: City: State: Zip: Landlord Phone #: Landlord Name/Complex Name: Owned Rented (Please circle) Monthly Payment: Move-in date: Move-out date: Applicant #1 Employment Information Your status: ☐Employed ☐Full Time Employed ☐Part-Time ☐Student ☐Retired ☐Unemployed ☐Self Employed Current employer name: Supervisor's Name: Employer address: How long? Phone: E-mail: Fax: State: ZIP Code: City: Position: Hourly Salary (Please circle) Monthly Income: If employed less than one year in above job, please put down previous employer Supervisor's Name: Employer name: Employer address: How long? Phone: E-mail: Fax: State: ZIP Code: City: Position: Hourly Salary (Please circle) Monthly Income: **Co-Applicant Information #2** Check if married and all address information from Applicant #1 is the same - only fill out employer information. Full Name: Maiden Name: Date of birth: SSN: Cell Ph.#: Fmail: Home Ph.#: Driver's License # and State: Current address: Citv: State: Zip: Landlord Phone #: Landlord Name/Complex Name: Own Rent (Please circle) Monthly Payment: Move-in date: Move-out date: Previous address: City: State: Zip: Landlord Name/Complex Name: Landlord Phone #:

Move-in date:

Move-out date:

Monthly Payment:





Co-Applicant #2 Employment Information									
Your status:  ☐Employed  ☐Ful	I Time Emp	loyed	☐Part-Time [	_Student	□R	Retired [	Unemploy	red □Self Em	ployed
Current employer name:					Sup	ervisor's	Name:		
Employer address:								How long?	
Phone:	E-mail:						Fax:		
City:	S	state:					ZIP Code:		
Position:	H	lourly	Salary (Pleas	e circle)		N	Monthly Income:		
If employed less than one year in	above job,	please	put down previo	ous emplo	yer				
Employer name:					Sup	ervisor's	Name:		
Employer address:								How long?	
Phone:	E-mail:						Fax:		
City:	S	state:					ZIP Code:		
Position:	H	lourly	Salary (Pleas	e circle)		N	Monthly Income:		
Emergency Contact									
Name of a person not residing wi	th you:								
Address:									
City:	S	state:			ZIP	Code:		Phone:	
Relationship:									
Other Tenants Under the Ag	je of 18 (i.	e. Dep	endants and/	or Child	ren)				
Name:		Date	of birth:	Age: Relations		Relationsh	ip:		
Name	Name Date of birth:		of birth:	Age: Relations		ip:			
Name		Date	of birth:	Age: Relations		ip:			
Name		Date	of birth:	Age: Relations		Relationsh	ip:		
Animals / Pets (e.g., dogs, b	irds, cats,	etc.)							
Type:	Breed:			Age: Weight:		Name:			
Type:	Breed:		Age:	Age: Weight:		t:	Name:		
Type:	Type: Breed:			Age: Weight:		Name:			
Automobiles, Motorcycles, I	Boats, and	d Traile	ers						
Year/Make/Model:				State/T	ag#:			Color:	
Year/Make/Model:		State/Tag#:		Color:					
Year/Make/Model:		State/Tag#:		Color:					
Year/Make/Model:		State/Tag#:		Color:					
Are any of above commercial vehicles? If so, which ones?									
Credit References and Financial Information									
Bank name (checking account):		Average Balance \$: Phone:		Phone:					
Bank name (savings account):		Average Balance \$: Phone:							
Other income \$ (e.g., child support, social security, L/I, SSI, etc.):									
Other liabilities \$ (e.g., alimony, judgments):  Gross Monthly Household Income \$:									
Additional Questions									
Have you ever been evicted or asked to move from any tenancy? (If yes, please explain below.)									
Have you ever broken a rental agreement or lease? (If yes, please explain below.)					☐ Yes ☐ No				
Have you ever willfully and intentionally refused to pay rent when due?									





Do you know of anything which might interrupt your income or ability to pay rent?					
Have you ever filed a petition of bankruptcy? (If yes, please explain below noting when and where.  If the bankruptcy was discharged, please give the date of the discharge.)					
Have you or anyone in your household ever been arrested? (If yes, please explain below.)					
Have you or anyone in your household ever been convicted of a felony? (If yes, please explain below.)					
Do you plan to conduct any commercial business from the residence? (If yes, please explain below.)					
Are there any judgments, lawsuits, or bill collection proceedings against you? (If yes, please explain below.)					
Are you or anyone in your household planning on storing any type of weaponry (e.g., hunting rifles, guns, bows, etc.) on or around the premise? (if yes, please explain type of weaponry and nature of their use)					
	unit		 nesplus.com		
	Sign Military site Other: please specify				
References (minimum two required)					
Name:	Phone:	Relationship:			
Name:	Phone:	Relationship:			
Name:	Phone:	Relationship:			
Please print clearly and complete all blanks on Part I and Part II of this Application  Date:  HOLDING FEE & DISCLOSURE					
THIS APPLICATION is made to lease premis					
for the monthly rental amount of \$, payable in advance on the first day of each month.					
Length of Lease (months):Security Deposit: \$Pet Fee: \$Pet Deposit: \$_					
. , ,	with occupancy to begin the				
Utilities Included:  None Water Se	wer 🗌 Garbage 🗌 Yard 🗌 Other				
Other Agreed Terms:					
A <u>HOLDING FEE</u> in the sum of \$ is made herewith (WHICH SHALL BE APPLIED TO THE SECURITY DEPOSIT UPON SIGNING THE LEASE. THIS FEE WILL NOT BE REFUNDED UNLESS THE UNIT CANNOT BE DELIVERED FOR POSSESSION ON THE ABOVE OCCUPANCY DATE OR HEREINAFTER PROVIDED) Please leave the money order/cashier's check blank in case the application is denied, it can be returned for a quicker refund.					
The Property Manager, hereinafter Property Manager, acknowledges receipt of the above Holding Fee sum guaranteeing that the applicant (s) will pay the rent due and security deposit required by the lease to move into the above premise on or before the occupancy start date defined above. The Holding Fee will not be refunded.					
A non-refundable fee of \$40.00 per applicant is to be used in full by the Property Manager for the credit/consumer check and processing the application with the understanding that this application, including each prospective occupant, is subject to Landlord's approval and acceptance. When so approved and accepted, the applicant(s) agree(s) to execute a Lease and to pay any balance due of the first month's rent and/or security deposit (as required by Landlord) on or before the effective date of the lease and before possession is given. In the event the application is approved, but the applicant(s) REFUSE(S) TO SIGN A LEASE IN ACCORDANCE WITH THE TERMS OF THIS APPLICATION, then the Property Manager SHALL RETAIN THAT PORTION OF THE HEREIN					

I/We understand that this **APPLICATION DOES NOT CONSTITUTE A COMMITMENT** to lease or rent and that a **WRITTEN LEASE WILL BE PREPARED** if my application is approved. I/We further understand that the lease **MUST BE SIGNED BY THE PROPERTY** 

**DESCRIBED HOLDING FEE** which represents additional costs, including but not limited to lost rental income, Agent's commission, cost of re-advertising and a reasonable processing fee as liquidated damages. In the event the application is not approved and

against Property Manager by reason of non-acceptance of this application.

accepted by Landlord, the Holding Fee shall be returned in full to the applicant. The applicant(s) hereby waive(s) any claim for damages





MANAGER AND MYSELF TO BE VALID. Should I sign a lease for a dwelling unit managed by this Property Management Company, I am prepared to deposit with the Property Manager a Security Deposit. I/We understand that my/our failure to sign a lease after approval will result in forfeiture of all the Holding Fee.

The applicant(s) hereby authorize Property Manager to order and obtain a credit/consumer report from a credit/consumer reporting agency to be used in conjunction with this transaction when the applicant has made application for tenancy, and the applicant(s) hereby authorize Property Manager to forward and disclose all or any portion of the information contained in the credit/consumer report to the Landlord, another Agent, Broker, or other party directly involved. I/We authorize present and past Landlords, Employers, Banks, Credit References, Personal References, Public Records, Criminal Reports, and any other person or entity to release information regarding applicant's credit, rental, employment and/or criminal histories. I/We understand that any or all the information given here may be used by the Property Manager to determine my/our reputation for meeting my/our financial obligations and my/our respect for the property of others. I/We freely give my/our consent to Property Manager to consult with any of the persons named or not named who have direct knowledge of my situations.

The truth of the information contained herein is essential, and if the Property Manager determines that any answer or statement contained herein is false or misleading, any lease granted by virtue of this application may be cancelled at the option of the Property Manager. This application shall become part of any lease agreement executed between the Landlord and/or Agent and the applicant (s), and ANY FALSE OR MISLEADING statement shall be considered a SUBSTANTIAL breach of said lease. By signing this application, you declare that all statements herein are true and complete. I/We, the undersigned applicant(s) affirm under the penalties of perjury that I/we have read and understand Part I and Part II of this application and that my/our answers to the questions on this application are true and correct to best of my/our personal knowledge, information and belief and I/we have not knowingly withheld any fact or circumstance which would, if disclosed, affect my/our application unfavorably.

NOTE ON RENT AND TENANCY: The prorated rent, if applicable, shall consist of the number of days from the date of move-in to the start of the lease, this amount is calculated as a daily rent amount based upon the number of days in that month. The pro-rated rent is done as a courtesy and is not part of the lease term; the contracted lease will begin on the first day of the next month and exist for the number of months specified above (ask your Property Manager for more details). Upon move-in first month's rent in its entirety will be due, with the pro-rated rent, if applicable, being due the second month of tenancy in lieu of the normal rent amount.

## **Washington State Agency Disclosure**

Washington State law requires real estate licensees to disclose to all parties to whom the licensee renders real estate brokerage services whether the licensee represents the owner, the tenant, both the owner and tenant, or neither. Applicant is advised that the Agent represents the Landlord/Owner.

Signature of applicant:		Date:		
Signature of applicant:		Date:		
Signature of Agent/Property Manager:		Date:		
The application approval process takes 48 to 72 hours. The or (3) Denied. Additional information and/or deposits and/or				
☐Secondary application (note: your application is will not be	e processed until initial	application is closed out)		
To be filled out by PROPERTY MANAGEMENT COMPA	NY ONLY			
Property Manager Printed Name:	Initials:	Date:		
Record of application fee(s) received:				
Amount \$Description:	hier's Check	Money Order/Check #:		
Record of holding fees received:				
Amount \$Description:	hier's Check	Money Order/Check #:		
Record of application processing:				
This Application: Approved Denied Date:				
☐Conditional Approval: ☐Accepted ☐Declined Terms	s:	Date:		
HOLDING FEE RETURNED: Amount:	\$	Date:		