



Ph #: 360-459-1234
Fax #: 360-923-5501

RESIDENTIAL RENTAL APPLICATION / EACH ADULT MUST FILL OUT SEPARATE APPLICATION

Address of Rental Property: _____ Unit # _____ Rent Amount _____

Applicant's Complete Name: _____ Date of Birth: _____

SSN# _____ DL#/State issued: _____

Tel# _____ Email Address: _____

Other Occupant's Name, Age & Relationship:

If any of the above noted occupants are currently married or separated but not living with their spouse, please note yes or no: Y N

✓ Complete Every Item on Application. Incomplete and/or Inaccurate Information May Result in Process Delay or Denial of Tenancy.

CURRENT ADDRESS (Required Entry)

Street _____ State _____ Zip _____
 City _____
 Apt # _____ Name of Apts _____
 How Long (Mo/Da/Yr) From _____ To _____
 Pymts / Rent Pd To _____ Amt _____
 Landlord/Mgmt. Co. _____
 Address _____
 Tel# _____ Rent/Own/Lease _____

PRIOR ADDRESS (Required Entry)

Street _____ State _____ Zip _____
 City _____
 Apt # _____ Name of Apts _____
 How Long (Mo/Da/Yr) From _____ To _____
 Pymts / Rent Pd To _____ Amt _____
 Landlord/Mgmt. Co. _____
 Address _____
 Tel# _____ Rent/Own/Lease _____

✓ **Current Employer** _____ Tel# _____ Supervisor _____

Dept / Attached to _____ Occupation _____ Rank _____

Hire Date _____ Monthly Salary _____ Full Time _____ Part Time _____

Address _____ Suite _____ City _____ State/Zip _____

✓ **Prior Employer** _____ Tel# _____

Dept / Attached to _____ Occupation _____ Rank _____

Hire Date _____ Monthly Salary _____ Full Time _____ Part Time _____

Address _____ Suite _____ City _____ State/Zip _____

✓ Additional Income (Interest, Child Support, Etc) _____

✓ Bank _____ Acct# _____ Branch _____ Tel# _____

✓ Pets? Yes No If yes, number, size, and type(s) _____

✓ Disability status and require special accommodations? _____

✓ Are you a fulltime student? Yes No

HAVE YOU OR ANY OTHER HOUSEHOLD MEMBER:

Ever been evicted or refused to pay rent? Yes No Ever been Charged or Convicted of a Crime? Yes No

If yes to any of the above, give details: What is the nature of the offense? What County(ies) and State(s)? _____

When? _____

Ever used any other name(s)? Yes No If yes, list name(s) _____

Are you or any other household member a Registered or Unregistered Sex Offender? Yes No

Ever had bedbugs or any other infestation? Yes No If yes, what type of infestation: _____

Do you or any other household member smoke? Yes No

Have you or any other household member filed bankruptcy? Yes No If yes, when: _____

Auto/Year/Make/Lief: 1.) _____ 2.) _____

Local Contact _____ Address _____ Tel# _____

Nearest Relative _____ Address _____ Tel# _____

Emergency Contact _____ Address _____ Tel# _____

Orca Information, Inc.
Phone: 360-588-1633 / 800-341-0022
Fax: 360-588-1189 / 800-522-6722



THE DECISION TO LEASE/RENT REMAINS WITH THE PROPERTY MANAGER

Addendum (A) to Application for Tenancy
 Revised 6/2012 to comply with Fair Tenant Screening Act.

LETTER OF AUTHORIZATION

To Whom It May Concern:

In compliance with the Fair Credit Reporting Act, State and Federal laws, this is to inform you and your household members that an investigation involving the statements made on this application for tenancy are being initiated by ORCA Information, Inc., PO Box 277, Anacortes, Washington 98221, 360-588-1633. We certify that to the best of our knowledge all statements are "true and complete". We further authorize ORCA Information, Inc. to obtain **CREDIT REPORTS, EMPLOYMENT REFERENCES (including verifying salary), COURT, CRIMINAL & JUVENILE RECORDS, ARREST DETENTION INFORMATION and CHARACTER REFERENCES, GENERAL REPUTATION, MODE OF LIVING, and RENTAL REFERENCES** as needed to verify all information put forth on this application and otherwise available regarding all applicants identified on this application (for juvenile occupants, the undersigned parent/guardian authorizes the above-information to be obtained on their behalf). **SCREENING FEE IS NON-REFUNDABLE**

Furthermore we warrant the accuracy of all information contained on this rental application, including that relating to the other intended occupants of the subject property. We understand and agree that if subsequently a determination is made that we provided false or inaccurate information on the rental application it is a breach of the terms of any rental agreement signed based on that information and Owner and/or his/her agent may take legal action to terminate said Agreement.

In addition, I confirm receipt of the **Tenant Selection Policy** (per WA State Fair Tenant Screening Act, 2012) from this landlord/property management BEFORE submitting this completed rental application and that I read, and understand my rights as described therein.

 Applicant's Name (please print)

 Applicant's Signature

 Spouse's Name (please print)

 Spouse's Signature

 Date of Authorization

 Manager's/Assistant Manager's Signature

List All Juvenile Age Occupants 12yrs-17yrs:

 Full Legal Name Nickname(s) Date of Birth

 Full Legal Name Nickname(s) Date of Birth

 Full Legal Name Nickname(s) Date of Birth



TENANT SELECTION POLICY

When reviewing a Rental Application and Tenant Screening Report we will consider: Extenuating circumstances (temporary loss of job, medical reasons, family emergencies, etc.). Applicant's screening report will be reviewed for the following adverse (negative) information:

CREDIT

- 1. Civil Judgments and/or collections for rentals and/or utilities
- 2. Bankruptcy, foreclosures, negative credit
- 3. Lack of credit history

COURT RECORDS

History of criminal behavior that may negatively affect tenancy – drugs, sex offense, theft, robbery, assault, active warrants, etc...

REFERENCES

- 1. Lack of 12 months of continuous, positive, objective rental history
- 2. Negative and/or incomplete rental references

EMPLOYMENT/INCOME

Lack of proper documentation proving adequate income to pay rent (earnings need to be 3 times rent amount)

Screening Report will also be reviewed for:

- 1. False information and/or omission of material fact listed on Rental Application
- 2. Lack of information provided on Rental Application

Applicants need to provide:

- 1. Copy of Social Security Card or equivalent proof of identity (Visa, Passport, etc)
- 2. Drivers License

3. Proof of adequate income

Most recent check stub with year to date earnings

Self Employed – Tax Returns for last two years

Retired – Copies of Deposit slips, Investment Earnings Documentation, Social Security Earnings

Documentation, Bank Deposit History

Additional Income – Documents proving Child Support, Trust Funds, Bank Deposit History

In the event of Adverse Action (denial of tenancy, cosigner or increased deposit required) you have the right to a FREE copy of the background check we reviewed and processed by Orca Information, Inc. You also have the right to dispute the accuracy of any information therein.

Do not ask the Property Manager/Landlord for a copy of the background check processed. They are unable to give you a copy (Fair Credit Reporting Act). Upon Adverse Action the Property Manager/Landlord you are applying with will give to you the Adverse Action/Consumer Rights Letter. This letter describes in detail how you may obtain from the appropriate agencies and companies, a free copy of the background check

You have the right to obtain a FREE copy of your credit report each year from every credit bureau (Equifax, Experian, Trans Union). For a FREE copy log onto: www.annualcreditreport.com
Orca Information obtains their credit reports from Trans Union.

Note: In compliance with Washington State's Fair Tenant Screening Act of 2012, and the Fair Credit Reporting Act (FCRA), this is to inform you that the background investigation will be processed through Orca Information, Inc. We may be obtaining credit reports, court records (civil and criminal), arrest detention information, employment and rental references as needed to verify all information put forth on your rental application. Orca Information, Inc. contact information is: www.orcainfo.com, orca@orcainfo.com, 800-341-0022, PO Box 277, Anacortes, WA 98221.