



Ph #: 509-773-7799
 Fax #: 509-773-7699
Coldwell Banker United Properties

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

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

PRIOR ADDRESS (Required Entry)

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

✓ 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# N/A _____ 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 _____
 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 _____
 What other states have you live d in? _____
 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/Lic#: 1.) _____ 2.) _____
 Local Contact _____ Address _____ Tel# _____
 Nearest Relative _____ Address _____ Tel# _____
 Emergency Contact _____ Address _____ Tel# _____

THE DECISION TO LEASE/RENT REMAINS WITH THE PROPERTY MANAGER



Addendum (A) to Application for Tenancy

LETTER OF AUTHORIZATION

Revised 9/2017

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. I certify that to the best of my knowledge all statements are "true and complete". I further authorize ORCA Information, Inc. to obtain Credit Reports, Employment References (including verifying salary), Court Records and Character References, 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.

Furthermore I warrant the accuracy of all information contained on this rental application, including that relating to the other intended occupants of the subject property. I understand and agree that if subsequently a determination is made that I 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.

I also understand Orca Information's role is to provide background information to landlord/property manager. Orca Information does not make the decision to lease/rent or take any adverse action. Decision to lease/rent remains with the property manager/landlord.

Applicant's Name (please print)

Applicant's Signature

Date of Authorization

Manager's/Assistant Manager's Signature

Please Charge \$⁴³_____ for this report to my (circle one).
There is an additional \$3.00 processing fee when paying with credit card. **VISA MASTERCARD DISCOVER AMEX**

Card # _____

Expiration Date: _____ CVV Code: _____

Print Name on Card _____

Signature of Cardholder _____

Card's Billing Address _____

City _____

State _____

Zip Code _____

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

Minimum Criteria to Rent with Coldwell Banker United Brokers

1. ****Sufficient income:** Gross monthly income is at least **2-2.5 times** the monthly rent at the discretion of office staff.
2. Verifiable source of income or employment (such as pay stubs and or tax returns)
3. ****Same source of income or employment for a minimum of 6 months.**
4. **~Able to pay full deposit and first month's rent.**
5. ****Minimal negative remarks on credit report.**
6. No excessive financial obligations, not more than 33% of income.
7. Fills out application completely and truthfully.
8. ****Resides at current address for minimum of 6 months.**
9. ****Gave required notice to previous landlord.**
10. ****No prior rental evictions.**
11. ****No bankruptcies.**
12. Applications from applicants with a history of conviction of crimes involving distribution or manufacturing of illegal drugs, or persons with criminal convictions more recent than seven years from the date of application which reasonably demonstrate a danger to other residents' safety, or a danger to other resident's or landlord's property after a review of the criminal convictions will be denied.
13. ****No notices of any kind regarding a violation of a previous rental agreement.**
14. Able to verify information from application form.
15. ****Able to provide credit references.**
16. ****Must furnish references from a previous landlord.**
17. No more than 2 persons per bedroom.
18. No history of disturbing neighbors.
19. ****No unmarried minor without responsible adult to co-sign.**
20. No history of causing property damage.
21. Preference will be given to tenants willing to remain 12 months or longer.
22. Appropriate identification (driver's license or photo ID; or Social Security card.)
23. Must verify the applications info to ID supplied.

**** OPTIONAL CRITERIA**

1. Able to provide a co-signer.
2. Able to pay additional deposits.

~ Deposit Reduction (\$10.00 rent increase for each \$100.00 in deposits can't pay)

Criteria for Co-Signer:

Adult with good credit history and Property Owner