

# Rental Application Packet



*Olympic*

Rental

Management

*Jeff Hardie*

*www.hunt4rentals.com*

*360-628-1765*

*hunt4rentals@gmail.com*

# Authorization

I/We do hereby authorize Homes on Tour dba Olympic Rental Management and NWIS Tenant Screening, their staff and other authorized representatives to contact employers, financial institutions, agencies, local police departments, office groups or other organizations to obtain and verify any information or materials which are deemed necessary to determine my eligibility for housing.

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Applicant 1 Signature

Date

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Applicant 2 Signature

Date



5868 Pacific Ave SE • Lacey, WA 98513 • Office (360) 491-4242 • Fax: (360) 491-4971


# Olympic Rental Management

## Criminal Criteria

The following shall be grounds for denial of the Rental Application and Eviction:

- 1) A conviction, guilty plea or no-contest plea ever for: any criminal or other activity involving serious injury, kidnapping, death, arson, rape sex crimes and/or child sex crimes, extensive property damage, drug related offences, Class A/Felony Burglary or Class A/Felony Robbery; or
- 2) A conviction, guilty plea or no-contest plea where the disposition, release or parole have occurred within the last seven years for any other criminal felony charges; or
- 3) A conviction, guilty plea or no-contest plea where the disposition, release or parole have occurred within the last seven years for: any misdemeanor or gross misdemeanor involving assault, intimidation, sex related, drug related, property damage, weapon charges, or other criminal charges.
- 4) A conviction, guilty plea or no-contest pleas, where the disposition, release or parole have occurred within the last three years for: any B or C misdemeanor in the above categories or those involving criminal trespass, ID theft, dishonesty, or prostitution.

Pending charges or outstanding warrants for any of the above will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still available, the processing of the application will be completed. No unit will be held awaiting resolution of the pending charges.

DAMES ON CALL  


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# Olympic Rental Management Criminal Criteria Addendum

I/We \_\_\_\_\_ have read and understand Olympic Rental Management's Criminal Criteria on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

By signing this I am in complete understanding the Olympic Rental Management may, at discretion, terminate my lease if at any future date it has been determined that I have violated the Criminal Criteria, intentionally or unintentionally.

\_\_\_\_\_  
Applicant 1 Signature Date

\_\_\_\_\_  
Applicant 2 Signature Date



# Olympic Rental Management

## Resident Search Criteria

Olympic Rental Management provides an equal housing opportunity. We do not discriminate in violation of the law or on the basis of any legally protected status. Any information provided that is incomplete, inaccurate or falsified shall be grounds for the denial of this application or subsequent termination of tenancy upon determination of such falsified information.

### Rent/Income Ratio

- ❖ Income shall be 2 to 3 times the rent. (each property has their own specific requirement).
- ❖ Co-Signer income shall be five (5) times the rent.

### Landlord References

- ❖ All current and previous landlord references will be verified for at least six (6) months. We require at least two (2) landlord references, unless otherwise not applicable.
- ❖ For "Affordable Housing" properties, there must be two (2) years of rental history.
- ❖ Failure to provide correct and verifiable references may result in the denial of the application.

### Credit and Criminal

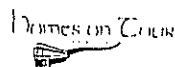
- ❖ A credit check through a Major and National Credit Reporting Firm will be ran.
- ❖ Collections: Medical and utility will NOT be counted against the applicant.
- ❖ Housing Civil Judgements and Collections: Will result in automatic denial.
- ❖ All other Civil Judgements and Collections will be totaled up and graded.
- ❖ History of Eviction will result in automatic denial.
- ❖ Any criminal conviction that is listed on the Criminal Criteria is grounds for automatic denial of the application. Please read over the "Criminal Criteria" carefully.
- ❖ After reading the criminal criteria, the "Criminal Criteria Addendum" must be filled out and signed.

### Verification of income shall be made by:

- ❖ Employment verification and/or check stubs.
- ❖ Proof of self employment shall be made by tax statement.
- ❖ Non-employment requires verification (i.e social security or retirement income etc.)
- ❖ For "Affordable Housing" properties, all verifications of income will vary upon each property and each Applicants specific situation.

### Occupancy Standards:

- ❖ All applicants must be 18 years of age or older, unless they are "Emancipated" or are "Legally Married". In these cases we will need the emancipated documents or a Marriage Certificate.
- ❖ Max of two (2) persons/bedroom, regardless of age, gender, marital status, or familial status.



## RESIDENTIAL LEASE APPLICATION

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### THIS SECTION FOR LANDLORD USE ONLY

Rental Property Address: \_\_\_\_\_

Term of Rental:  month to month  lease from \_\_\_\_\_ to \_\_\_\_\_

Tenant Financial Obligation Prior to Occupancy		CONTACT CHECKLIST	
First Month's Rent:	\$ _____	Current Landlord Contacted - Timely Remittance	
Security Deposit:	\$ _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Pet Deposit:	\$ _____	Current Employer Verified:	
Application Fee:	\$ _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Credit Report Fee:	\$ _____	Credit Report Determination:	
Other (specify):	\$ _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
TOTAL:	\$ _____	Income Verified (pay stub, employer, etc.)	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

DESIRED DATE OF MOVE-IN: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_

UNIT TYPE:  1 BR  2 BR  3 BR  Other (Specify): \_\_\_\_\_

\*\*\*\*\*

#### I. APPLICANT INFORMATION:

Name (full legal name): \_\_\_\_\_  
 Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Driver's License / ID Number: \_\_\_\_\_ State: \_\_\_\_\_

#### NAME OF OCCUPANTS AND RELATIONSHIP TO APPLICANT:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

#### APPLICANT / OCCUPANT VEHICLE(S):

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Tag#: \_\_\_\_\_  
 Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Tag#: \_\_\_\_\_  
 Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Tag#: \_\_\_\_\_

#### EMPLOYMENT HISTORY:

**Current Employer:**  
 Name and Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Length of Employment: Begin \_\_\_\_\_ Still employed? (check one)  yes  no

#### Previous Employer

Name and Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Length of Employment: Begin \_\_\_\_\_ End \_\_\_\_\_

**RENTAL HISTORY:**

Current Address: \_\_\_\_\_  
Dates Lived at This Address: From \_\_\_\_\_ to \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Landlord/Manager: \_\_\_\_\_ Landlord/Manager's Phone: \_\_\_\_\_

Previous Address: \_\_\_\_\_  
Dates Lived at This Address: From \_\_\_\_\_ to \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Landlord/Manager: \_\_\_\_\_ Landlord/Manager's Phone: \_\_\_\_\_

**INCOME:**

Gross Monthly Employment Income Before Deductions: \$ \_\_\_\_\_  
Gross Monthly Income From Other Sources (average): \$ \_\_\_\_\_

TOTAL GROSS MONTHLY INCOME: \$ \_\_\_\_\_

**CREDIT and FINANCIAL INFORMATION:**

**Bank and Financial Accounts**

Checking:  
Institution Name \_\_\_\_\_ Branch \_\_\_\_\_ Acct # \_\_\_\_\_

**MISCELLANEOUS: (check appropriate answer)**

Do you have pets?  yes  no If yes, describe \_\_\_\_\_  
**NOTE:** There may be additional fees and/or deposits required for pets housed on premises.  
In addition, specific rules and regulations regarding pets may apply.

Do you smoke?  yes  no  
Have you ever been evicted?  yes  no If yes, explain below.  
Have you ever been convicted of a felony?  yes  no If yes, explain below.  
Have you ever filed for bankruptcy?  yes  no If yes, explain below.  
Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT PERSONAL REFERENCES:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Known this reference how long? \_\_\_\_\_

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Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Known this reference how long? \_\_\_\_\_

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Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Known this reference how long? \_\_\_\_\_

**APPLICANT EMERGENCY CONTACT INFORMATION:**

Contact in Emergency (Name): \_\_\_\_\_ Relationship: \_\_\_\_\_  
Emergency Contact Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**2. CO-APPLICANT INFORMATION:**

Name (full legal name): \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Driver's License / ID Number: \_\_\_\_\_ State: \_\_\_\_\_

**NAME OF OCCUPANTS AND RELATIONSHIP TO CO-APPLICANT:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

**CO-APPLICANT / OCCUPANT VEHICLE(S):**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Tag#: \_\_\_\_\_  
Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Tag#: \_\_\_\_\_  
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**EMPLOYMENT HISTORY:**

**Current Employer:**

Name and Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Length of Employment: Begin \_\_\_\_\_ Still employed? (check one)  yes  no

**Previous Employer**

Name and Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Length of Employment: Begin \_\_\_\_\_ End \_\_\_\_\_

**RENTAL HISTORY:**

**Current Address:** \_\_\_\_\_  
Dates Lived at This Address: From \_\_\_\_\_ to \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Landlord/Manager: \_\_\_\_\_ Landlord/Manager's Phone: \_\_\_\_\_

**Previous Address:** \_\_\_\_\_  
Dates Lived at This Address: From \_\_\_\_\_ to \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Landlord/Manager: \_\_\_\_\_ Landlord/Manager's Phone: \_\_\_\_\_

**INCOME:**

Gross Monthly Employment Income Before Deductions: \$ \_\_\_\_\_  
Gross Monthly Income From Other Sources (average): \$ \_\_\_\_\_  
TOTAL GROSS MONTHLY INCOME: \$ \_\_\_\_\_

**CREDIT and FINANCIAL INFORMATION:**

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Have you ever been evicted?  yes  no If yes, explain below.

Have you ever been convicted of a felony? \_\_\_\_ yes \_\_\_\_ no If yes, explain below  
Have you ever filed for bankruptcy? \_\_\_\_ yes \_\_\_\_ no If yes, explain below.

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CO-APPLICANT PERSONAL REFERENCES:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
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**CO-APPLICANT EMERGENCY CONTACT INFORMATION:**

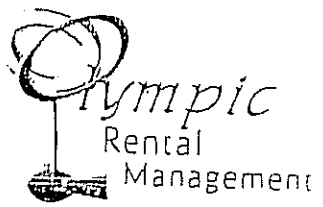
Contact in Emergency (Name): \_\_\_\_\_ Relationship: \_\_\_\_\_  
Emergency Contact Address: \_\_\_\_\_ Phone: \_\_\_\_\_

I hereby certify and affirm that all information provided above is true and correct. I fully understand that my lease or rental agreement may be terminated if I have made any false, misleading or incomplete statement(s) in this application. I hereby authorize verification of all information provided in this application, including financial and credit information, via credit bureaus and/or contact with current and previous employers, current and previous landlords and personal references.

\_\_\_\_\_  
APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
CO-APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

NWIS Tenant Screening  
(800) 676-1984  
  
FAX  
(800) 487-1255



EQUAL HOUSING  
OPPORTUNITY