

Applying

# For A Property



**Please refer to the attached Screening Requirements before completing the Application**

Each adult (age 18 & older) who will reside in the property is required to submit a Rental Application with the processing fee. The processing fees are NON-REFUNDABLE, however, an application is good for 30 days for any Skagit County property within Windermere Property Management. Processing fees must be paid using a **money order** or **cashier's check** payable to **Orca Information** in the amount of **\$42** per application. There is an additional fee of \$8 for each court records search on juvenile occupants ages 12 - 17. Out of state adult court record searches may require additional fees - at applicant's expense. **Credit cards & cash are not accepted.**

If you are employed by the US Navy/Military, you must submit a Leave & Earnings Statement.

If you are self employed, you must submit your most recent tax return statement and/or bank statements for the past two years.

Submitting an application does not secure exclusive consideration, reserve, or hold the rental for you in your name. In order to secure exclusive consideration for a property, you must submit a holding fee. If your application is approved this fee will be credited to the first month's rent/security deposit. However, if your application is approved but you decide not to rent the property, this fee shall be forfeited to the landlord as liquidated damages for holding the rental in your name. If your application is not approved, this fee shall be refunded to you.

*Check One:*

\_\_\_ *I am applying for a property and am submitting the holding fee of \$550.00 to secure exclusive consideration for the property. I am submitting this fee in the form of a [ ] money order or [ ] cashier's check, payable to Windermere Property Management.*

\_\_\_ *I am applying for a property but choose not to submit the holding fee to secure exclusive consideration for the property. I understand the property will continue to be shown to prospective tenants and may be rented to other applicants.*

By signing below, I acknowledge that I have read and understand this document and the options available to me with regard to applying for a property through Windermere Property Management.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



*Screening*

# Requirements



Windermere Property Management uses the following policies and procedures as minimum applicant screening requirements. When an applicant does not fall within our minimum screening requirements, they may be approved on a conditional basis with permission from the home owner. Such conditions may include an increased rental rate or additional pre-paid rent or deposits.

## **Income Requirements:**

- Monthly income must be three times rent amount.
- Monthly obligations (including rent) must not exceed 80% of income.
- Must have a minimum of one year with current employer at substantially the same income now earning, or a minimum of three years in the same field with substantially the same income level and no more than two employers within the past three years.
- Self-Employed applicants or those who receive more than 25% of their income in the form of commission must demonstrate substantially the same income for the past two years and may be required to submit a certified copy of most recent tax return and/or bank statements for the past two years. Only income stated on the tax return may be used for qualifying.
- Military members may not sign a lease for a term longer than their current enlistment term or the length of time remaining at their current duty station.
- Full-time students who fail to meet the minimum employment requirements will require a guarantor. However, this requirement may be waived if the applicant has obtained a masters or advanced degree or holds a professional designation and has full-time employment at the time of application
- Unemployed applicants must provide proof of sufficient income to qualify for the rental property, and reasonable certainty that such income is likely to continue for the entire lease term.

## **Credit History:**

- Applicant must have at least two accounts on their credit report which have been open for at least two years and which have been paid on time.
- No more than two late payments allowed (greater than 30 days past due) on any installment loan or credit card within the past year.
- There must not be a bankruptcy within the past two years and new credit must have been established since any bankruptcy (at least one installment loan or credit card) and have been paid as agreed for at least 12 months.



*Screening*

# Requirements



- There must be no unpaid judgments or collection accounts and not more than two paid judgments or collection accounts within the preceding 24 months except that special consideration may be granted at Agent/Owners sole discretion for small medical judgments or slow payments on student loans if it is determined that there are enough other favorable credit references to outweigh these.
- Each applicant must have a credit score, as determined by a mortgage model inquiry, of 625 or greater. Married applicants may use an average of each spouse's score provided that neither spouse has a score below 550.

## **Rental History:**

- Applicant must have a minimum of two years of rental or mortgage history within the five years immediately preceding the rental application.
- Proposed rent must be no more than 25% greater than the applicant's prior rent or mortgage payment.
- Credit search must contain no derogatory rental information, judgments or collection accounts from a former landlord within the preceding five years whether paid or unpaid.
- Not more than one late rent payment in the past two years is allowed and it must not have been more than fifteen days late.
- Rental references must indicate that all the terms of prior lease were met including proper notice to vacate.

## **References / Other:**

- No criminal history, civil actions or prior evictions allowed.
- Any previous landlord must be verified and a favorable reference given.
- Pets allowed on a case by case basis with additional pet deposit and only when advertised as such.
- Applicants must be 18 years of age or older and must submit a separate application.
- Approved tenant(s) must be willing to take possession and begin paying rent for the property no more than two weeks after the date on which the property will become available for occupancy.
- Lease term is a minimum of 12 months, unless the property has been listed as being available for a shorter term.
- Applications will not be processed until the application fee has been paid.



Check One: Investigative Reports: Co-Signer \_\_\_\_\_ Mini \_\_\_\_\_ Super-Mini \_\_\_\_\_ Orca \_\_\_\_\_ Killer Whale

**\$ 42.00** Non-Refundable Investigative Fee



**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 \_\_\_\_\_

**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 \_\_\_\_\_

✓ **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: \_\_\_\_\_

Auto/Year/Make/Lic#: 1.) \_\_\_\_\_ 2.) \_\_\_\_\_

Local Contact \_\_\_\_\_ Address \_\_\_\_\_ Tel# \_\_\_\_\_

Nearest Relative \_\_\_\_\_ Address \_\_\_\_\_ Tel# \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Address \_\_\_\_\_ Tel# \_\_\_\_\_

Phone #: (360) 428-3012  
Fax #: (360) 424-8715  
Windemere/Mount Vernon

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

**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. 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, 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).

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.

\_\_\_\_\_  
Applicant's Name (please print)

\_\_\_\_\_  
Applicant'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
_____	_____	_____
_____	_____	_____
_____	_____	_____