



Gig Harbor ♦ Tacoma ♦ Puyallup

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					
Full Name:				Maiden Name:	
Date of birth:		SSN:			
Email:		Home Ph.#:		Cell Ph.#:	
Driver's License # and State:					
Current address:			City:	State:	Zip:
Landlord Name/Complex Name:			Landlord Phone #:		
Own	Rent	(Please circle)		Monthly Payment:	Move-in date:
Previous address:			City:	State:	Zip:
Landlord Name/Complex Name:			Landlord Phone #:		
Owned	Rented	(Please circle)		Monthly Payment:	Move-in date:
Applicant #1 Employment Information					
Your status: <input type="checkbox"/> Employed <input type="checkbox"/> Full Time Employed <input type="checkbox"/> Part-Time <input type="checkbox"/> Student <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Self Employed					
Current employer name:			Supervisor's Name:		
Employer address:				How long?	
Phone:		E-mail:		Fax:	
City:		State:		ZIP Code:	
Position:		Hourly Salary (Please circle)		Monthly Income:	
If employed less than one year in above job, please put down previous employer					
Employer name:			Supervisor's Name:		
Employer address:				How long?	
Phone:		E-mail:		Fax:	
City:		State:		ZIP Code:	
Position:		Hourly Salary (Please circle)		Monthly Income:	
Co-Applicant Information #2					
<input type="checkbox"/> 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:			
Email:		Home Ph.#:		Cell Ph.#:	
Driver's License # and State:					
Current address:			City:	State:	Zip:
Landlord Name/Complex Name:			Landlord Phone #:		
Own	Rent	(Please circle)		Monthly Payment:	Move-in date:
Previous address:			City:	State:	Zip:
Landlord Name/Complex Name:			Landlord Phone #:		
Owned	Rented	(Please circle)		Monthly Payment:	Move-in date:



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Co-Applicant #2 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: _____

City: _____ State: _____ ZIP Code: _____

Position: _____ Hourly Salary (Please circle) _____ Monthly Income: _____

If employed less than one year in above job, please put down previous employer

Employer name: _____ Supervisor's Name: _____

Employer address: _____ How long? _____

Phone: _____ E-mail: _____ Fax: _____

City: _____ State: _____ ZIP Code: _____

Position: _____ Hourly Salary (Please circle) _____ Monthly Income: _____

Emergency Contact

Name of a person not residing with you: _____

Address: _____

City: _____ State: _____ ZIP Code: _____ Phone: _____

Relationship: _____

Other Tenants Under the Age of 18 (i.e. Dependents and/or Children)

Name: _____ Date of birth: _____ Age: _____ Relationship: _____

Name: _____ Date of birth: _____ Age: _____ Relationship: _____

Name: _____ Date of birth: _____ Age: _____ Relationship: _____

Name: _____ Date of birth: _____ Age: _____ Relationship: _____

Animals / Pets (e.g., dogs, birds, cats, etc.)

Type: _____ Breed: _____ Age: _____ Weight: _____ Name: _____

Type: _____ Breed: _____ Age: _____ Weight: _____ Name: _____

Type: _____ Breed: _____ Age: _____ Weight: _____ Name: _____

Automobiles, Motorcycles, Boats, and Trailers

Year/Make/Model: _____ State/Tag#: _____ 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: _____

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.) Yes No

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? Yes No



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Do you know of anything which might interrupt your income or ability to pay rent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you or anyone in your household ever been arrested? (If yes, please explain below.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you or anyone in your household ever been convicted of a felony? (If yes, please explain below.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you plan to conduct any commercial business from the residence? (If yes, please explain below.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any judgments, law suits, or bill collection proceedings against you? (If yes, please explain below.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Explanation (if more space is needed attach sheets to application):	
How you heard about this property or unit <input type="checkbox"/> Rentals.com <input type="checkbox"/> Rentalhouses.com <input type="checkbox"/> Craigslist.com <input type="checkbox"/> Rentalhomesplus.com <input type="checkbox"/> Company website <input type="checkbox"/> Other website <input type="checkbox"/> Referral <input type="checkbox"/> Military site <input type="checkbox"/> Other: please specify _____	
References (minimum two required)	
Name:	Phone: Relationship:
Name:	Phone: Relationship:
Name:	Phone: Relationship:

Rental Application: Part II – Hold Fee Agreement & Disclosure
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 premise known as (insert property address) _____
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: \$ _____
Other Fees/Deposits (circle one) \$: _____ with occupancy to begin the _____ day of _____, 20__.
Utilities Included: None Water Sewer Garbage Yard Other _____
Other Agreed Terms: _____

A **HOLDING FEE** 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**)

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 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 accepted by Landlord, the Holding Fee shall be returned in full to the applicant. The applicant(s) hereby waive(s) any claim for damages against Property Manager by reason of non-acceptance of this application.

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**



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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 of 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. There are three possible outcomes: (1) Accepted, (2) Conditional Acceptance, or (3) Denied. Additional information and/or deposits and/or pre-paid rent may be required if conditional acceptance is recommended.

To be filled out by PROPERTY MANAGEMENT COMPANY ONLY

Property Manager: _____ Date: _____ Secondary Application: Hold Application

Record of application fee(s) received:

Amount \$ _____ Description: Money Order Cashier's Check Other _____ Money Order/Check #: _____

Record of holding fees received:

Amount \$ _____ Description: Money Order Cashier's Check Other _____ Money Order/Check #: _____

Record of application processing:

This Application: Approved Denied Date: _____

Conditional Approval: Accepted Declined Terms: _____ Date: _____

HOLDING FEE RETURNED: Amount: \$ _____ Date: _____