

Submitting an Application

Thanks for your interest in one of our properties. To make the process as easy as possible for you to get into your new home, we have created this reference guide on how to apply to rent one of our properties.

Steps to submitting an application:

1. **SCHEDULE AN APPOINTMENT:** Call and schedule an appointment before you drop off application(s). We are required to have a licensed agent in the office when you submit your application. Please call to confirm a licensed agent will be present.
2. **COLLECT ALL NECESSARY DOCUMENTS:**
 - Completed rental application PARTS I and II:** Read, fill-out and arrive with signatures for ALL ADULTS 18 years and older. If you need extra copies you can get them from our website. Otherwise, you can pick some up at our office. If you need more space on the application attach additional blank sheets.
 - Copies of driver's license(s):** We will need a copy of each applicant's driver's license to verify signatures of applicants before requesting your credit history. We can make copies at our office if you bring each license.
 - Income documentation for each applicant:** Either a recent paycheck stub or documentation indicating how much consistent income each applicant makes. Child support and similar funds are accepted, documentation required. In general, the more documentation you provide the more efficiently your application can be evaluated.
 - Collect other documentation:** Any other information you feel that is pertinent to your situation and will help us evaluate you as a potential tenant, please feel free to bring as much as you feel is necessary.
 - Holding Fee In secured funds:** No cash. Holding Fee must be either a money order or cashier's check. The Holding Fee is fully refundable if your application is declined after our screening process.
 - Application fee:** No cash. Pay application fee of \$40 dollars PER ADULT APPLICANT with money order or cashier's check. This fee covers the cost to conduct a credit and criminal review with your application.
 - Pet Photo:** If applicable, please attach a photo of your pet(s).

Discussion on Pets

- Small pets under ~30 lbs. and older than 18 months are allowed in most of our properties with additional fees and deposits. A maximum of two pets are allowed. Please call to discuss if you're uncertain your pet qualifies.
- We require a photo of each pet for our file. The following breeds are not allowed: German Shepherd, Doberman, Pit Bull or Pit Bull mix, Staffordshire Terrier, Chow, Rottweiler, Siberian Husky, Akita, Malamute, Presa Canario and Wolf-Hybrid.
- Service animals are the exception. Please call to discuss. Documentation may be required.

Other Considerations

- Our company policy is to report all non-compliances with terms of your rental agreement or failure to pay rent, or any amounts owed to the credit bureau.
- Our properties are rented on a first-come first-serve basis. After we receive a completed application with all supporting materials we no longer show the property, if we decline the application it will be available to rent again.

Smoking

- No smoking is allowed in any of our units

Secondary Applications

- If an application has already been submitted, the Property Management Company will accept one back-up application per property, but **WILL NOT PROCESS** the application, until the first position application has been officially denied. Your application still must include all of the necessary documents and funds to be placed in second position for the property. If the first application is approved, then all your funds will be refunded.

Kalles Property Management Contact Information

Puyallup Office: 2702 East Main #A, Puyallup, WA 98372 253-848-9393 Ofc 253-848-3532 Fax
Tacoma Office: 6314 S. 19th St #3, Fircrest WA 98466 253-566-8388 Ofc 253-566-6515 Fax

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:	Move-out date:
Previous address:			City:	State:	Zip:
Landlord Name/Complex Name:			Landlord Phone #:		
Owned	Rented	(Please circle)	Monthly Payment:	Move-in date:	Move-out 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 - <u>only fill out employer information.</u>					
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:	Move-out date:
Previous address:			City:	State:	Zip:
Landlord Name/Complex Name:			Landlord Phone #:		
Owned	Rented	(Please circle)	Monthly Payment:	Move-in date:	Move-out date:

Co-Applicant #2 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:	
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.)				<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever broken a rental agreement or lease? (If yes, please explain below.)				<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever willfully and intentionally refused to pay rent when due?				<input type="checkbox"/> Yes <input type="checkbox"/> No

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? <i>(If yes, please explain below noting when and where. If the bankruptcy was discharged, please give the date of the discharge.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you or anyone in your household ever been arrested? <i>(If yes, please explain below.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you or anyone in your household ever been convicted of a felony? <i>(If yes, please explain below.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you plan to conduct any commercial business from the residence? <i>(If yes, please explain below.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any judgments, law suits, or bill collection proceedings against you? <i>(If yes, please explain below.)</i>	<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? <i>(if yes, please explain type of weaponry and nature of their use)</i>	<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.org <input type="checkbox"/> Rentalhomesplus.com <input type="checkbox"/> Kalles Website <input type="checkbox"/> Other website <input type="checkbox"/> Yard Sign <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**

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.

Secondary application (note: your application is will not be processed until initial application is closed-out)

To be filled out by PROPERTY MANAGEMENT COMPANY ONLY

Property Manager Printed Name: _____ Initials: _____ Date: _____

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: _____