



OFFICE USE ONLY:

Office Address: 1402 7th Street, Suite C
Marysville, WA 98270
Phone: 360-659-9751 Fax: 360-386-8696

Time: _____

RENTAL APPLICATION

<i>Rental Address:</i>

<i>Preferred Move in Date:</i>

Application Fee \$35 Money Order or Cashier's Check

Full Legal Name: _____

Email: _____ Phone: _____

Please provide number of each in household: ADULTS: _____ CHILDREN: _____ PETS: * _____

***If you currently do not have pets, you will not be permitted to get new pets while living in our homes.**

Please provide three (3) personal references:

(Excluding Relatives or Landlords. Can't be repeated from Co-Applicant's Information)

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS HONESTLY WITH **YES** OR **NO** RESPONSES.

Have you ever been evicted? _____

Have you ever broken a rental agreement? _____

Have you ever been sued for non-payment of rent by unlawful detainer? _____

Have you ever declared bankruptcy? _____ If so, was it discharged and when? _____

Have you ever had a foreclosure? _____

Are you involved in a lawsuit pertaining to real estate? _____

Do you have any outstanding judgements? _____

Are any applicants or occupants inside smokers? _____

Are any applicants or occupants outside smokers? _____

Do you have a vacuum? _____

Do you have a lawnmower? _____

Please Note: Our homes do not permit trampolines, swimming pools or other items prohibited by our insurers.

Applicant, upon signing, states all of the above statements are true and complete, and hereby authorizes verification of above information, references and credit report. Applicant acknowledges that false information herein may constitute a criminal offense under the laws of this State. I, the undersigned hereby request Keystone Rentals & Real Estate, LLC to request a credit report and verify references and employment information.



Applicant _____ Date _____

PLEASE SIGN ALL 3 HIGHLIGHTED SIGNATURE LINES ON APPLICATION PAGES



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: _____

Do you or any other household member smoke? Yes _____ No _____

Have you or any other household member filed bankruptcy? Yes _____ No _____

Auto/Year/Make/Lic#: 1.) _____ 2.) _____

Local Contact _____ Address _____ Tel# _____

Nearest Relative _____ Address _____ Tel# _____

Emergency Contact _____ Address _____ Tel# _____

Keystone Rentals & Real Estate, LLC. Phone: (360)-659-9751

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





1402 7th Street, Suite C
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Mailing Address:
1242 State Avenue, Suite I
PMB 109
Marysville, WA 98270

Phone: 360-659-9751
Fax: 360-386-8696

TENANT SELECTION POLICY *(Please read & acknowledge)*

Applicant Name: _____ **Date:** _____
(Please Print)

Address of Rental: _____

Keystone Rentals and Real Estate, LLC does not accept comprehensive reusable tenant screening reports.

For each applicant (and occupant) 18 years of age and older, a credit, criminal background screening will be conducted as well as personal references

When reviewing a rental application and tenant screening report, we will consider extenuating circumstances (temporary loss of job, medical reasons, family emergencies, etc...).

GROUNDINGS FOR ADVERSE ACTION:

- **Lack of 12 months of continuous, positive, objective rental history (unless 1st time renter).**
- **Negative and/or incomplete rental references.**
- **Income less than minimum requirement (combined gross income of 2 ½ times rent amount required).**
- **False and/or misleading information provided on application.**
- **Valid proof of identity not provided at time of application.**

Applicant's screening report will be reviewed for the following adverse (negative) information:

CREDIT

Civil Judgments and / or collections for rentals and /or utilities, Bankruptcy (Proof of discharge) or Open Bankruptcy, foreclosures, negative credit, unpaid apartment collections, evictions, lack of credit history, IRS judgments, Government judgments.

COURT RECORDS

History of criminal behavior which may negatively affect tenancy: drugs, sex offense, robbery, assault, active warrants, etc...

Determination as to criminals' screening will be made on a case-by-case basis, after analysis, and will be based on several factors and information obtained. There will be no automatic denials on arrest or criminal convictions.

REFERENCES

Lack of 12 months of continuous, positive, objective rental history, (unless 1st time renter), and negative and /or incomplete rental references.

EMPLOYMENT/INCOME (Verifiable income source)

Lack of proper documentation proving adequate income to pay rent (earnings need to be 2 ½ times rent amount)

Screening Report will also be reviewed for:

1. False information and/or omission of material fact listed on rental application.
2. Lack of information provided on rental application.

Applicants also need to provide:

1. SOCIAL SECURITY CARD (or equivalent proof of identity: Visa, Passport, or government issued picture identification)
2. VALID DRIVER'S LICENSE OR GOVERNMENT ISSUED PHOTO ID
3. PROOF OF ADEQUATE INCOME –
 - ◆ **Two months'** worth of pay stubs (most recent stubs with year to date earnings)
 - ◆ Self Employed – Tax Returns for last two years
 - ◆ Retired – Copies of Deposit slips, Investment Earnings Documentation, Social Security Earnings Documentation, Bank Deposit History Additional Income – Documents proving additional sources of income such as: Child Support, Trust Funds, or Bank Deposit History
 - ◆ New Hire – Letter of acceptance from employer, which includes title of position, hire date and salary



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PET POLICY

Limit two (2) pets maximum upon case-by-case approval. No aggressive breeds permitted. Pets must be at least 6 months or older.

SMOKING POLICY

NO SMOKING is permitted inside the dwelling or anywhere on properties managed by Keystone Rentals & Real Estate.

RENTER'S INSURANCE WILL BE REQUIRED FROM ALL APPROVED APPLICANTS

In the event of Adverse Action (denial of tenancy, cosigner, or increased deposit required), you have the right to a FREE copy of the background check we reviewed and processed by ORCA Information Inc. You also have the right to dispute the accuracy of any information therein.

Do not ask the Property Manager/Landlord for a copy of the background check processed. They are unable to give you a copy (Fair Credit Reporting Act). Upon Adverse Action the Property Manager/Landlord you are applying with will give to you the Adverse Action/ Consumer Rights letter. This letter describes in detail how you may obtain from the appropriate agencies and companies, a free copy of the background check.

You have the right to obtain a FREE copy of your credit report each year from every credit bureau (Equifax, Experian, & TransUnion). For a FREE copy log onto: www.annualcreditreport.com.

ORCA Information, Inc. obtains their credit reports from Trans Union.

Note: In compliance with WASHINGTON STATE'S FAIR TENANT SCREENING ACT OF 2012 & THE FAIR CREDIT REPORTING ACT (FCRA); this is to inform you that the background investigation will be processed through ORCA Information, INC.

We may be obtaining credit reports, court reports (civil and criminal), arrest detention information, employment & rental references as needed to verify all information put forth on your rental application.

For a copy of your background check report contact:

ORCA Information, Inc. PO Box 277,
Anacortes, WA 98221
www.orcainformation.com
800-341-0022

To receive a copy you need to send ORCA the following:

- A short letter requesting a copy of your background check with signature
- The name you used on the rental application
- The approximate date you applied
- Name of company/building and/or landlord to which you applied
- Photocopy of government-issued PHOTO ID
- Photocopy of social security card or equivalent document
- Current mailing address

**SIGN
HERE** 

Signature of Applicant _____

Date _____