



1111 Caroline Street - Port Angeles, WA 98362

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[www.portangelesrentals.com](http://www.portangelesrentals.com)

## RENTAL CRITERIA

**Screening:** All adults over the age of 18 who plan on residing in the residence are required to complete the screening process and qualify as tenants.

**Screening Fee:** \$39 per applicant over 18 must be submitted with the application. **The fee must be paid in the form of a money order made payable to Call Eleanore – NO CASH can be accepted for this fee, nor can debit or credit cards be accepted.**

**Rental History:** Our screening service requires rental references and a review of your rental history.

**Photo I.D.:** We require a copy of a current photo I.D. as part of your application.

**Income:** As part of the screening process, your income will be verified. We require your income to be three times greater than the monthly rent amount.

**Deposits, First & Last Month's Rent:** All deposit monies, the first month's, and the last month's rent (if applicable), are due in full prior to occupancy. We do not accept partial payment. Deposits by definition are refundable subject to the terms of the rental agreement.

**Fees:** May be required on occasion, usually for items like pets and / or cleaning. These monies are not refundable.

**Drug Free:** Tenants are required to sign an addendum to the rental agreement agreeing to maintain a drug and crime free residence.

**Reasons for Denial:** Any applicant who has ever been evicted, has ongoing credit issues, has a history of damaging property, has a poor rental reference(s), provides false information, or has been convicted of certain crimes will likely be issued a denial letter.

**Submitting Application:** You may drop off the application at our office – 1111 Caroline Street, Port Angeles OR if you are submitting from out of the area, please fax us the application (Fax#360-417-9887), copy of the check or money order & copy of applicant's driver's licenses & then mail all originals to 1111 Caroline Street, Port Angeles, WA 98362.

# APPLICATION FOR TENANCY

Manager's ✓ List: Visual proof of Driver's License or State I.D.  Yes  No / Social Security #  Yes  No

PROPERTY	UNIT / SPACE #	RENT AMT	REQUESTED MOVE-IN DATE

Incomplete or inaccurate information may result in process delay or denial of tenancy. Management reserves the right to refuse to consider this application unless it is filled out completely, dated and signed.

Applicant Name \_\_\_\_\_ Tel # \_\_\_\_\_  
 Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_ Driver's License # \_\_\_\_\_  
 Have you ever used any other name? (former name, etc.) \_\_\_\_\_

All others to occupy unit: (Management reserves the right to limit the number of occupants.)  
 Name \_\_\_\_\_ Age \_\_\_\_ Relationship \_\_\_\_\_ Name \_\_\_\_\_ Age \_\_\_\_ Relationship \_\_\_\_\_  
 Name \_\_\_\_\_ Age \_\_\_\_ Relationship \_\_\_\_\_ Name \_\_\_\_\_ Age \_\_\_\_ Relationship \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Name of Property \_\_\_\_\_ Unit / Apt # \_\_\_\_\_ Rent Amt \$ \_\_\_\_\_  
 Landlord Name \_\_\_\_\_ Dates of Residency From \_\_\_\_\_ To \_\_\_\_\_  
 Landlord / Property Tel # \_\_\_\_\_ Rent / Own / Lease / Other \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Name of Property \_\_\_\_\_ Unit / Apt # \_\_\_\_\_ Rent Amt \$ \_\_\_\_\_  
 Landlord Name \_\_\_\_\_ Dates of Residency From \_\_\_\_\_ To \_\_\_\_\_  
 Landlord / Property Tel # \_\_\_\_\_ Rent / Own / Lease / Other \_\_\_\_\_

Current Employer \_\_\_\_\_ Previous Employer \_\_\_\_\_  
 Address \_\_\_\_\_ Address \_\_\_\_\_  
 Occupation/Title \_\_\_\_\_ Occupation/Title \_\_\_\_\_  
 Full-time / Part-time / On-Call / Other \_\_\_\_\_ Full-time / Part-time / On-Call / Other \_\_\_\_\_  
 How Long? \_\_\_\_\_ Wage \$ \_\_\_\_\_ per Hr / Mo Contact \_\_\_\_\_ Tel # \_\_\_\_\_  
 Contact (Supv) \_\_\_\_\_ Tel # \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Bank (Checking) \_\_\_\_\_ Account # \_\_\_\_\_ Tel # \_\_\_\_\_  
 Bank (Savings) \_\_\_\_\_ Account # \_\_\_\_\_ Tel # \_\_\_\_\_

List All Pets to Occupy the Premises: \_\_\_\_\_  
 Have you ever ---  
 Filed Bankruptcy? . . . . . Yes \_\_\_\_\_ No \_\_\_\_\_ Comments: \_\_\_\_\_  
 Broken a Rental Contract? . . . . . Yes \_\_\_\_\_ No \_\_\_\_\_ Comments: \_\_\_\_\_  
 Been Sued for Non-Payment of Rent  
 or Damage to a Rental Property? . . . . . Yes \_\_\_\_\_ No \_\_\_\_\_ Comments: \_\_\_\_\_  
 Been Evicted? . . . . . Yes \_\_\_\_\_ No \_\_\_\_\_ Comments: \_\_\_\_\_  
 Been Convicted of a Criminal Offense? . . . . . Yes \_\_\_\_\_ No \_\_\_\_\_ Comments: \_\_\_\_\_  
 Felony? . . . . . Yes \_\_\_\_\_ No \_\_\_\_\_ County / State / Year \_\_\_\_\_

Vehicles (Year/Make/Lic #) 1) \_\_\_\_\_ 2) \_\_\_\_\_  
 Notify in Case of Emergency:  
 Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Relationship \_\_\_\_\_ Tel # \_\_\_\_\_

**TENANT SCREENING NOTICES:**  
 In compliance with the Fair Credit Reporting Act and RCW 59.18.257, this is to inform you that a credit investigation involving the statements made on this application for tenancy is being initiated. If you are denied tenancy due to your credit report, you may obtain a free copy of your report from the bureau it was obtained from Equifax, Experian or TransUnion within 60 days of denial. You also have the right to dispute the accuracy of the credit report and/or add a consumer statement to the report. Call Eleanore Screening Services 1-800-945-4168.

I/We certify that to the best of my/our knowledge, all statements made on this application for tenancy are true and complete. I/We further authorize \_\_\_\_\_ and/or Call Eleanore Screening Services to obtain credit reports, character reports, civil and/or criminal records, tenant history, employment and income verification, bank information and any other type of information needed to verify all the information put forth in this application or information that would reflect upon my/our desirability as a tenant. I/We are aware that an incomplete application causes a delay in processing and may result in denial of tenancy. I/We understand that false, fraudulent or misleading information may be grounds for denial of tenancy and/or forfeiture of my rental or lease agreement.

Date: \_\_\_\_\_ Applicant's Signature \_\_\_\_\_