



1111 Caroline Street - Port Angeles, WA 98362

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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: \$40 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 James & Associates, Inc. – 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.

Utility Deposits: Additional deposit with the City of Port Angeles may apply.

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.

