

WOODHEAD PROPERTIES RENTAL APPLICATION

Neatly complete all information below. All applicants over the age of 18 must complete and sign their own application.

Applicants full name _____ Phone # _____ DOB _____

Social Security # _____ Drivers License # _____ State _____ EXP _____

Current address _____ City _____ State _____ Zip _____

Current Landlords Name _____ Phone # _____

How long at this address _____ Reason for leaving _____

Previous address _____ City _____ State _____ Zip _____

Previous Landlords Name _____ Phone # _____

How long at this address _____ Reason for leaving _____

Have you ever been party to an eviction? [] Yes [] No

Auto Yr _____ Make _____ Model _____ State/License Plate # _____

Present Employer _____ Position _____ Mo Income _____

Employers address _____ City _____ State _____ Zip _____

Phone # _____ How long at job _____ Other Income _____

Number and type of pets _____

Emergency Contact:

Name _____ Relationship _____ Phone # _____

Credit/Banking Accounts:

Name of Bank	Branch	Type of account	Balance	Payment
Company _____	Account Number _____	_____	_____	_____
Company _____	Account Number _____	_____	_____	_____
Company _____	Account Number _____	_____	_____	_____
Company _____	Account Number _____	_____	_____	_____

Have you ever filed a petition for bankruptcy? _____ Reason _____

Have you been convicted of a felony? _____

Total number of adults _____ Total number of children living with you under the age of 18 _____

Names and relations of all other applicants _____

I CERTIFY that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for tenant screening as may be necessary in arriving at a tenant decision, I understand that the landlord may terminate any rental agreement entered into for any misrepresentations made above. To comply with the Washington State Fair Tenant Screening Act of 2012 and the Fair Credit Reporting Act this is to inform you that the background investigation will be processed by Woodhead Properties. We may obtain credit reports, court records (civil and criminal), arrest and detention information, employment and rental references as needed to verify all information included in your rental application.

Signature _____ Date _____

Enclose the non-refundable sum of **\$40** dollars to pay for tenant screening services. Application will not be processed until screening fee is paid.

ATTACH A COPY OF CURRENT ID AND PAY STUB

RENTAL ADDRESS _____ APT # _____
RENT _____ DEPOSIT _____ DATE DESIRED _____

Please return completed application with screening fee to the drop box located inside the 1st set of doors at 2004 W. Pacific Ave. Spokane WA 99201

WOODHEAD PROPERTIES RENTAL CRITERIA

- Applicant(s) must be a minimum of 18 years of age
- Positive identification with a picture will be required at the time this application is submitted.
- A complete and accurate application listing a current and at least one previous rental reference with phone numbers is required.
- Each applicant will be required to qualify individually unless applicants are married for at least one year.
- Members of households that are 18 years of age or older and will be living with applicant(s) shall pass a public records screening. A public records screening will be conducted for any minor who, during residency, turns 18 years of age (see Public Records below).

Income/ Employment

- Verifiable gross monthly income of three (3) times the stated monthly rent.
- Copy of current paycheck stub is required.
- Some form of verifiable income will be required for unemployed applicants (verifiable income may mean, but is not limited to bank accounts, alimony/child support, trust accounts, social security, unemployment benefits, welfare, grants/loans).
- Self-employed applicants will be required to show proof of income through copies of the previous year's tax return.
- Students with no verifiable means of income may be accepted with a qualified cosigner

Rental Requirements

- 12 months positive verifiable housing history from a third party landlord is required. For applicants without 12 months of verifiable housing history a qualified cosigner will be required.
- Home ownership will be verified. Mortgage payments must reflect no more than four (4) late payments in the past two (2) years.
- Eviction free rental history is required.
- The application will be denied if rental history demonstrates noise or other complaints or when previous manager will not re-rent due to rental problems
- The application will be denied if the rental history demonstrates two (2) or more three-day notices or two (2) or more NSF checks within a period of one year.

Public Records

- Upon receipt of the rental application screening fee, landlord shall conduct a search of public records to determine whether the applicant has been convicted of, or pled guilty or no-contest to any crime within the previous seven years.
- A conviction, guilty plea or no contest plea for any felony or any misdemeanor involving theft, assault, prostitution, drug-related or weapons charges, obscenity and related violations, sex crimes and/or child sex crimes shall be grounds for denial of the rental application.

Credit

- Applicant must have at least four (4) established credit sources, e.g. credit card, loan, installment payments, etc.
- Outstanding collections three (3) or more in the past two years being reported on the credit report (exclusive of medical collections) will result in the denial of the application.

- Credit reports reflecting slow pay on three accounts will require final month's rent being paid in advance at lease signing.

Cosigner

- Verifiable monthly income of four times the applicant's rent. (Verifiable income may mean Bank Accounts and Trust Accounts.)
- Outstanding bad debt i.e., slow pay, collections, repossessions, liens, judgments and wage garnishment programs will result in denial of a co-signer.

Denial Process

If your application has been denied and you feel you qualify as a resident under the criteria described above, you may choose to do the following

- Contact the company that supplied the information to discuss your application.
- Correct any incorrect information through the credit-reporting agency as per their policy.
- Request the credit-reporting agency to submit a corrected credit check to the appropriate screening company.
- Upon receipt of the corrected and satisfactory information your application will be re-evaluated for the next available apartment.