

## **PHS Rental Application Instructions**

1. Fill out the Landlord Protection Service application online completely and print it out, or print out the application and fill out the paper copy. You will need to bring the printed application in-person with the following documents to one of our locations below. Please call first and make arrangements to submit the application in person. Please be sure that your current phone number is clearly visible on the application so that we can contact you.
2. We will need the following documents to process your application:
  - a. State picture identification
  - b. Social Security card
  - c. Proof of income (2 consecutive paystubs or current year award letter)
  - d. \$35.00 money order per Non-Married Adult
3. **Contact prior and arrange to bring** all of the documents to one of the following locations:

**Snider Apartments –**  
**Pioneer Human Services Office – 206.766.7031**  
7440 W. Marginal Way S  
Seattle, WA 98108

**Hudson, Smith or Granberg Apartments**  
**Augustine Office** OR  
206.624.0082 ext. 104  
1108 E. Spruce Street  
Seattle, WA 98122

**Hudson Office** (Ring the buzzer)  
206.325.9908  
1712 Summit Ave  
Seattle, WA 98122

**Jack Lobdell – Office – 253.735.5427**  
812 10<sup>th</sup> Street NE  
Auburn, WA 98002

**Rialto, Exley or St Helens – Office – 253.272.5486**  
311 S 9<sup>th</sup> St  
Tacoma, WA 98402

**Pathway House – Office - 509.456.0481**  
222 S Howard Street – (Ring the bell)  
Spokane, WA 99201

**Carlyle – Office - 509.624.1999**  
206 South Post Street  
Spokane, WA 99201

We will make copies of your documentation, write a receipt for your money order, and start processing your application. The application process takes about 3-5 business days.

### **Pioneer's Mission Statement**

We are a Social enterprise that provides individuals with criminal histories the opportunity to lead healthy, productive lives.

Management: Company Name/Landlord Name

# Pioneer Human Services

Apartment Name - Please Check One

Hudson	Smith	Granberg
Lobdell	Pathway	Carlyle
Rialto, Exley, or St. Helens	Snider	

# Landlord Protection Service



This application must be completed in full to assure prompt processing.

Co-tenants other than spouse must use separate applications.

Managers/landlords - visual proof of driver's license/or State ID Yes No

**Please use separate forms for each applicant other than spouse**

**SERVICE REQUESTED:**  FULL SERVICE  SHORT SERVICE  CREDIT ONLY  CRIMINAL

Apartment # \_\_\_\_\_ Move in Date \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_ Parking Amount \$ \_\_\_\_\_ Lease Term \_\_\_\_\_

Applicant's Last Name (Please Print)	First	Middle Name	Birthdate	Soc. Sec No.	Driver's Lic. No. & State I.D.
Spouse's Last Name	First	Middle Name	Birthdate	Soc. Sec No.	Driver's Lic. No & State I.D.
Total Number of Occupants			Relationship		
Do you have pets? Yes No			Do you have a waterbed? Yes No		Applicant's Phone Number:
How many? _____ Type and Size _____ (Keeping of pets requires a pet deposit and the Owner's Consent.)					

## RESIDENCE HISTORY

Present Address	City	State	Zip	From _____ To _____	Area Code & Phone	Own Rent Monthly \$ _____
Name of Present Landlord	Apartment Community	Mortgage Co.	Other (Please Check One)	Area Code (Landlord) Day Phone Night Phone		
Previous Residence Address	City	State	Zip	From _____ To _____		Own Rent Monthly \$ _____
Name of Present Landlord	Apartment Community	Mortgage Co.	Other (Please Check One)	Area Code (Landlord) Day Phone Night Phone		

## EMPLOYMENT DATA

Applicant Employed By	Supervisor's Name			How Long? ____ Yrs ____ Mnth		
Address	City	State	Zip	Main Company Number	Position Held/Occupation	Salary \$ ____ Per ____
Previous OR 2 <sup>nd</sup> Employment (Please Check One)			Supervisor's Name			How Long? ____ Yrs ____ Mnth
Address	City	State	Zip	Main Company Number	Position Held/Occupation	Salary \$ ____ Per ____
Spouse Employed By			Supervisor's Name			How Long? ____ Yrs ____ Mnth
Address	City	State	Zip	Main Company Number	Position Held/Occupation	Salary \$ ____ Per ____
Spouse Previous or 2 <sup>nd</sup> Employment (Please Check One)			Supervisor's Name			How Long? ____ Yrs ____ Mnth
Address	City	State	Zip	Main Company Number	Position Held/Occupation	Salary \$ ____ Per ____
ADDITIONAL INCOME: Additional income such as child support, alimony or separate maintenance need not be described unless such additional income is to be included for qualification hereunder. Amount of \$ _____				No. of Vehicles on Property	Do you have any recreational vehicles, vans, boats, or motorcycles? If so specify.	

Ever been found guilty of a crime? Yes No	Ever filed bankruptcy? Yes No
Ever been evicted? Yes No	Smoker? Yes No

I understand I acquire no rights in an apartment until I sign an agreement in the form submitted to me and pay a HOLDING FEE of \$ \_\_\_\_\_ on the apartment I have selected, which fee is to be held in accordance with the rental agreement.

In consideration of the Landlord's holding the apartment for me, I hereby waive all rights to the return of this holding fee and said holding fee shall be retained as liquidated damages in the event I do not choose to enter into the agreement applied for herein. In the event said application for tenancy is not accepted, Fee shall be returned to applicant.

Non-Refundable Process Fee \$ 35.00 Money Order # \_\_\_\_\_



In compliance with the Fair Credit reporting act, we are informing you that information as to your character, general reputation and mode of living will be verified. I, as the prospective tenant agree that the facts set forth in this application are true and complete, and that a complete investigation of all on this application will not constitute invasion of privacy. I authorize Landlord Protection Service to obtain credit reports, bank information, employment information, and/or character reports as necessary. I authorize my employers and references to release such information as necessary. LPS has my permission to release information found in screening. I understand that any misrepresentations will be sufficient cause for dismissal or voiding of this application. False, fraudulent or misleading information may be grounds for denial of tenancy, or subsequent eviction. You have the right to dispute the accuracy of the information reported, and upon written request, the right to obtain a copy of any and all reports. Direct inquiries to LPS 16625 Redmond Way, Ste#M-446, Redmond, WA 98052.

Signed _____	Signed _____	Dated _____
Tenant	Tenant	
Signed _____	Signed _____	Dated _____
Landlord	Position	



### **Pioneer Human Services Application Addendum**

Having a criminal and/or eviction record does not necessarily disqualify you for tenancy. If you do have a criminal and/or eviction record, in order for PHS to approve you for tenancy you will need to answer the following questions truthfully. Please write all details and answer all questions below. Your application can not be accepted unless details are written completely.

Please list all convictions, also provide the county and dates:

Please list all evictions/unlawful detainers, also provide the county and dates:

Do you owe monies to any other real estate providers, please explain:



## TENANT SELECTION POLICY

*"We do not accept reusable tenant screening reports"*

### APPLICANTS NEED TO PROVIDE:

1. Copy of Social Security Card
2. Copy Driver License or ID
3. Copy of proof of adequate income

Applicant's screening report will be reviewed for the following NEGATIVE information:

### COURT RECORDS

- History of criminal behavior that may negatively affect tenancy – drugs, sex offense, theft, robbery, and assault, active warrants, etc...

### CREDIT

- Civil Judgments and/or collections for rentals and/or utilities
- Bankruptcy, foreclosures, negative credit
- Lack of credit history

### RENTAL REFERENCES

- Lack of 12 months of continuous, positive, objective rental history
- Negative and/or incomplete rental references

### INCOME - EMPLOYMENT

- Lack of proper documentation proving adequate income to pay rent (earnings need to be 2 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

### Other request for applicants may be:

- Most recent check stub 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 Child Support, Trust Funds, Bank Deposit History

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

In compliance with Washington State's Fair Tenant Screening Act of 2012, and the Fair Credit Reporting Act (FCRA), this is to inform you that the background investigation will be processed through Landlord Protection Service Inc.

Landlord Protection Service Inc obtains their credit reports from Trans Union.

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 Landlord Protection Service Inc. You also have the right to dispute the accuracy of any information therein.

You have the right to obtain a FREE copy of your credit report each year from every credit bureau (Equifax, Experian, Trans Union). For a FREE copy log onto: [www.annualcreditreport.com](http://www.annualcreditreport.com)



**Acknowledgement of Screening Criteria**  
*“We do not accept reusable tenant screening reports”*

In compliance with the **Fair Credit Reporting Act**, we are informing you that information as to your character, general reputation and mode of living will be verified. I, as the prospective tenant agree that the facts set forth in this application are true and complete, and that a complete investigation of all on this application will not constitute invasion of privacy. I authorize LPS Inc. to obtain credit reports, bank information, employment information, and/or character reports as necessary. I authorize my employers and references to release such information as necessary. LPS Inc. has my permission to release information found in screening. I understand that any misrepresentations will be sufficient cause for dismissal or voiding of this application. False, fraudulent or misleading information may be grounds for denial of tenancy, or subsequent eviction.

In compliance of the **Washington State Fair Screening Act**, I acknowledge that I have been notified of the rental criteria for the applied for property and understand what requirements will be used to determine acceptance.

You have the right to dispute the accuracy of the information reported, and upon written request, the right to obtain a copy of any and all reports. Direct inquiries to-

**LPS Inc.**  
**16625 Redmond Way, PMB #M-446**  
**Redmond, WA 98052**  
**1-800-577-8282**

Signed \_\_\_\_\_  
Tenant

Dated \_\_\_\_\_

Signed \_\_\_\_\_  
Landlord

Dated \_\_\_\_\_