



## **PHS Rental Application Instructions**

1. Complete the entire application and bring the completed application in-person with the following documents to one of our locations below. Please call first and arrange to submit the application, to ensure staff availability. Please make sure that your current phone number is clearly visible on the application so that we can contact you; if you do not have a phone, please write on the application how we can reach you.
2. We will need the following documents to process your application:
  - a. State issued 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:

### **Hudson or Granberg Apartments**

Mark Cooper Office                      OR  
206.224.5757  
1700 24<sup>th</sup> Ave South  
Seattle, WA 98144

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

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. For any questions or updates, please contact the office listed above or email at [Housing@p-h-s.com](mailto:Housing@p-h-s.com)



## TENANT SELECTION CRITERIA

We do not accept reusable tenant screening reports.

### APPLICANTS NEED TO PROVIDE:

- Current State or Federally issued picture I.D. is required
- Each applicant must qualify individually.
- A valid Social Security number or Passport/Visa is required.
- A complete and accurate application must be filled out. Incomplete applications can result in a denial.

### COURT RECORDS – excluding the City of Seattle

- History of criminal behavior that may negatively affect tenancy –sex offenses

### 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
  - Being asked to vacate any property owned or managed by Pioneer Housing
- Applicant's behavior toward previous management that did not result in an eviction.
- Applicant's behavior toward management staff during the application process.

### INCOME - EMPLOYMENT

- Lack of documentation proving adequate income to pay rent (earnings need to be 130% or greater the rental amount)
- Lack of supporting supplemental documentation

### 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
- Additional Income Documents such as Documents proving Child Support, Trust Funds, Bank Deposit History
- Additional information regarding rental subsidy amount/rental subsidy verification

We may be obtaining credit reports, court records (civil and criminal), employment, and rental references as needed to verify all information put forth on your rental application, as allowed by federal, state and local law.

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.

### Sex Offenders:

Unless exempted pursuant to SMC 14.09.115, Landlords in the city of the Seattle are prohibited from requiring disclosure, asking about, rejecting an applicant, or taking an adverse action based on any arrest record, conviction record, criminal history, except for registry information as described in subsection 14.09.025.A.3, subsection 14.09.025.A.4, subsection 14.09.025.A.5, and subject to the exclusions and legal requirements in section 14.09.115.

All applicants will be screened for sex offender registry information. Offenders may provide any supplemental information related to their rehabilitation, good conduct, and facts or explanations regarding their registry information for consideration. Consideration will be given to the following factors relating to the conviction(s) that requires registry on a local, state, or national sex offender registry:

- The nature and severity of the conviction;
- The number and types of convictions;
- The time that has elapsed since the date of conviction;
- Age of the individual at the time of convictions;
- Evidence of good tenant history before and/or after the conviction occurred;
- Any supplemental information related to the individual's rehabilitation, good conduct, and additional facts or explanations provided by the individual.

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)

Landlord Protection Service Inc, [www.lpsdata.com](http://www.lpsdata.com) 16625 Redmond Way PMB#M446, Redmond WA 98052

## **All Screening fees are non-refundable**

**\*Portable Screening Reports Will Not be Accepted!\***

Management: Company Name/Landlord Name

Pioneer Human Services

Apartment Name - Circle one

Hudson

Granberg

# Landlord Protection Service



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

Co-tenants must use separate applications.

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

Any question on this application that requires a yes or no answer that is left blank will be deemed a NO answer for the purpose of screening or eviction.

## SERVICE REQUESTED: SHORT SERVICE

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 or Other Contact Method:
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 Previous 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 Circle 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 Circle 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.	
Does anyone in the household smoke? ___ Yes ___ No				Ever filed bankruptcy? ___ Yes ___ No		
Ever been evicted? ___ 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 my application is approved, with or without conditions, including an extra deposit, or guarantor, and 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 \$ \_\_\_\_\_ Check # \_\_\_\_\_

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. Any question in this application that calls for a yes/no answer that is left blank will be deemed a "no" answer for purposes of screening and possible eviction. I agree that I am providing this information and signing to the correctness of the information under penalty of perjury. 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, Ste#M-446, Redmond, WA 98052. 1-800-577-6282 Under Seattle's Fair Chance Housing Ordinance SMC 14.09 - Landlords in the city of the Seattle are prohibited from requiring disclosure, asking about, rejecting an applicant, or taking an adverse action based on any arrest record, conviction record, criminal history, except for registry information as described in subsection 14.09.025.A.3, subsection 14.09.025.A.4, subsection 14.09.025.A.5, and subject to the exclusions and legal requirements in section 14.09.115.

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

Signed \_\_\_\_\_ Signed \_\_\_\_\_ Dated \_\_\_\_\_  
Landlord Position



EQUAL HOUSING OPPORTUNITY





**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 \_\_\_\_\_