



PHS Rental Application Instructions

1. Download the Landlord Protection Service application and fill it out completely. Please make 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 the following location:

Aspen Terrace Leasing Office
1733 Belmont Avenue
Seattle, WA 98122
(206) 717-0240

Hudson & Granberg Leasing Office
1712 Summit Ave
Seattle, WA 98122
(206) 325-9908

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.

Pioneer Human Services

Apartment Name – Select One:

- Aspen Terrace
- Richard M Hudson House
- Granberg Apartments

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

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.

SEATTLE APPLICATION

SERVICE REQUESTED: FULL (SEATTLE) SHORT (SEATTLE) CREDIT ONLY CO-SIGNER

Apartment # _____ Move in Date _____ Rent Amount _____ Parking Amount _____ Lease Term _____

Applicant’s Last Name			First Middle Name			Birthdate	Social Security Number	Cell Number
E-Mail Address						Drivers license No. & State ID		Phone Number
Total Number of Occupants?	Names?		Have you used any other names? Yes _____ No _____					
	Names?		If yes, List Name(s)					
Do you have pets? Yes _____ No _____ How many? _____			Nearest Relative or Emergency Contact :					
Type _____ Size / lbs. _____ (Keeping of pets may require a pet fee, pet deposit, pet rent and the Owner’s Consent.)			Phone _____					

RESIDENCE HISTORY

Present Address	City	State	Zip	From _____ To _____	Own _____ Rent _____	Monthly Payment \$ _____
Name of Present Landlord ___ Apartment Community ___ Mortgage Co. ___ Other (Please Check One)					Landlord :	
Landlord Email Address:					Phone #: _____ Fax #: _____	
Previous Residence Address	City	State	Zip	From _____ To _____	Own _____ Rent _____	Monthly Payment \$ _____
Name of Previous Landlord ___ Apartment Community ___ Mortgage Co. ___ Other (Please Check One)					Landlord :	
Landlord Email Address:					Phone #: _____ Fax #: _____	

EMPLOYMENT DATA

Applicant Employed By _____	Position:	Company Phone Number
		Hr Dept/ Supervisor Email:
Address City State Zip	How Long? Yrs. _____ Mos. _____	Salary \$ _____ Per _____
(Please Circle One)	Position:	Company Phone Number
Previous or 2 nd Employment _____		Hr Dept/ Supervisor Email:
Address City State Zip	How Long? Yrs _____ Mos _____	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 \$	Auto/Year/License	Do you have any recreational vehicles, vans, boats, or motorcycles? Yes _____ No _____ If Yes specify:

ADDITIONAL QUESTIONS

Do you or a member of the household smoke? Yes _____ No _____	Do you have a waterbed? Yes _____ No _____	Do you have an aquarium? Yes _____ No _____
If Yes to either question proof of renters insurance required.		
Have you ever filed for bankruptcy? Yes _____ No _____		
Was it discharged? Yes _____ No _____		
Year of discharge: _____		
Have you or any person who will be occupying this household ever been evicted? Yes _____ No _____		
Where _____ When _____		
Comments:		

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 \$ _____ 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. 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. 1-800-577-8282

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 _____
 (Applicant)

Signed _____ Signed _____ Dated _____
 (Landlord-Agent) (Position)



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:

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



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 _____
(Applicant)

Dated _____

Signed _____
(Landlord – Agent)

Dated _____