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 #112
   Seattle, WA 98122
   (206) 717-0240

   Hudson & Granberg Leasing Office
   1712 Summit Ave #1A
   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.
## SEATTLE APPLICATION

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

<table>
<thead>
<tr>
<th>Apartment #</th>
<th>Move in Date</th>
<th>Rent Amount</th>
<th>Parking Amount</th>
<th>Lease Term</th>
</tr>
</thead>
</table>

### Applicant’s Information
- Last Name: [ ]
- First Name: [ ]
- Middle Name: [ ]
- Birthdate: [ ]
- Social Security Number: [ ]
- Cell Number: [ ]

<table>
<thead>
<tr>
<th>E-Mail Address</th>
<th>Drivers license No. &amp; State ID</th>
<th>Phone Number</th>
</tr>
</thead>
</table>

### Total Number of Occupants
- Names: [ ]
- Names: [ ]

<table>
<thead>
<tr>
<th>Have you used any other names?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

### Do you have pets?
- Yes | No |

<table>
<thead>
<tr>
<th>Type</th>
<th>Size / lbs.</th>
</tr>
</thead>
</table>

(Keeping of pets may require a pet fee, pet deposit, pet rent and the Owner’s Consent.)

### Nearest Relative or Emergency Contact
- Name: [ ]
- Phone Number: [ ]

### RESIDENCE HISTORY

<table>
<thead>
<tr>
<th>Present Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>From</th>
<th>To</th>
<th>Own</th>
<th>Rent</th>
<th>Monthly Payment</th>
</tr>
</thead>
</table>

<table>
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<tr>
<th>Name of Present Landlord</th>
<th>Apartment Community</th>
<th>Mortgage Co.</th>
<th>Other (Please Check One)</th>
<th>Landlord</th>
<th>Phone #</th>
<th>Fax #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Previous Residence Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>From</th>
<th>To</th>
<th>Own</th>
<th>Rent</th>
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<th>Fax#</th>
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</table>

### EMPLOYMENT DATA

<table>
<thead>
<tr>
<th>Applicant Employed By</th>
<th>Position</th>
<th>Company Phone Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>How Long?</th>
<th>Salary</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Previous or 2nd Employment</th>
<th>Position</th>
<th>Company Phone Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>How Long?</th>
<th>Salary</th>
</tr>
</thead>
</table>

### 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 $ [ ]

<table>
<thead>
<tr>
<th>Auto/Year/License</th>
<th>Do you have any recreational vehicles, vans, boats, or motorcycles?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

If Yes specify:
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


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

Landlord Protection Service Inc, www.lpsdata.com 16625 Redmond Way PMB#M446, Redmond WA 98052
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 ____________________________________        Dated ________________
   (Applicant)

Signed ____________________________________        Dated ________________
   (Landlord – Agent)