PHS Rental Application Instructions

1. Download the 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 or proof of subsidy)
   d. $35.00 money order per 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

   **Jack Lobdell** – Office  253.735.5427  
   812 10th Street NE  
   Auburn, WA  98002

   **Exley, St Helens and Rialto Apartments** – Office – 253.272.5486  
   (Rialto will need additional application for Tacoma Housing Authority)  
   313 S 5th St  
   Tacoma, WA  98402

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.

**Carlyle & Pathways Apartments - (All applications go to the Carlyle Office)**

<table>
<thead>
<tr>
<th>Carlyle Office</th>
<th>Pathway Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office - 509.624.1999 OR Office - 509.456.0481</td>
<td>206 South Post Street OR Spokan, WA 99201</td>
</tr>
</tbody>
</table>

We will make copies of your documentation, write a receipt for your money order, and contact you to schedule a meet and greet before processing your application.

**Pioneer’s Mission Statement**

We are a Social Enterprise that provides individuals with criminal histories the opportunity to lead healthy, productive lives.
RENTAL APPLICATION  Incomplete applications will not be accepted. This application must be completed in full to assure prompt processing. Managers/Landlords – visual proof of driver’s license/or State ID  Yes  No

<table>
<thead>
<tr>
<th>Property</th>
<th>Exley</th>
<th>Lobdell</th>
<th>Rialto</th>
<th>Snider</th>
<th>St. Helens</th>
<th>City Gate</th>
<th>The Carlyle</th>
<th>Pathways</th>
</tr>
</thead>
</table>

APPLICANT INFORMATION  – Please list full name as it appears on your photo ID. Your ID must be presented at time of application and at move-in.

<table>
<thead>
<tr>
<th>FIRST NAME</th>
<th>MIDDLE</th>
<th>LAST</th>
<th>S.S. #</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE OF BIRTH</td>
<td>/ /</td>
<td>DRIVERS LICENSE OR STATE ID #</td>
<td>STATE:</td>
</tr>
<tr>
<td>PHONE</td>
<td>CELL</td>
<td>HOME</td>
<td>E-MAIL</td>
</tr>
</tbody>
</table>

SPOUSE - FIRST NAME | MIDDLE | LAST | S.S. # |
| DATE OF BIRTH | / / | DRIVERS LICENSE OR STATE ID # | STATE: |
| PHONE | CELL | HOME | E-MAIL |

LIST OTHER HOUSEHOLD OCCUPANT(S)

<table>
<thead>
<tr>
<th>NAME</th>
<th>RELATIONSHIP</th>
<th>OCCUPATION</th>
<th>AGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
<td>RELATIONSHIP</td>
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<tr>
<td>NAME</td>
<td>RELATIONSHIP</td>
<td>OCCUPATION</td>
<td>AGE</td>
</tr>
</tbody>
</table>

RESIDENCE HISTORY

PRESENT ADDRESS IS (Check one): OWNED HOME  RENTED HOME  RENTED APARTMENT  FAMILY HOME  STUDENT HOUSING  OTHER

PRESENT - LANDLORD / APARTMENT COMMUNITY

ADDRESS OF PRESENT LANDLORD / APARTMENT COMMUNITY

CITY | STATE | ZIP | HOW LONG? Yrs. | Mths | MONTHLY PAYMENT $ |

PREVIOUS ADDRESS IS (Check one): OWNED HOME  RENTED HOME  RENTED APARTMENT  FAMILY HOME  STUDENT HOUSING  OTHER

PREVIOUS - LANDLORD / APARTMENT COMMUNITY

ADDRESS OF PREVIOUS LANDLORD / APARTMENT COMMUNITY

CITY | STATE | ZIP | HOW LONG? Yrs. | Mths | MONTHLY PAYMENT $ |

MOTOR VEHICLE(S) (Including cars, trucks, boats, motorcycles – if permitted at property)

MAKE/MODEL YEAR | COLOR | LICENSE PLATE # | STATE |

ANIMAL(S) (Pets require our consent and are subject to pet deposit.)

<table>
<thead>
<tr>
<th>TYPE</th>
<th>BREED</th>
<th>WEIGHT</th>
<th>NAME</th>
<th>LICENSE/TAG #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**EMLOYMENT**

<table>
<thead>
<tr>
<th>CURRENT EMPLOYER</th>
<th>OCCUPATION</th>
<th>GROSS MONTHLY INCOME $</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPERVISOR</td>
<td>PHONE</td>
<td>EXT:</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>CITY</td>
<td>STATE ZIP</td>
</tr>
<tr>
<td>PREVIOUS or 2ND CURRENT EMPLOYER – (PLEASE CIRCLE ONE)</td>
<td>OCCUPATION</td>
<td>GROSS MONTHLY INCOME $</td>
</tr>
<tr>
<td>SUPERVISOR</td>
<td>PHONE</td>
<td>EXT:</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>CITY</td>
<td>STATE ZIP</td>
</tr>
</tbody>
</table>

**OTHER SOURCE(S) OF VERIFIABLE 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.)*

<table>
<thead>
<tr>
<th>OTHER INCOME $</th>
<th>WEEKLY</th>
<th>BIWEEKLY</th>
<th>MONTHLY</th>
<th>SOURCE</th>
<th>PROOF OF INCOME</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTHER INCOME $</td>
<td>WEEKLY</td>
<td>BIWEEKLY</td>
<td>MONTHLY</td>
<td>SOURCE</td>
<td>PROOF OF INCOME</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

**PERSON TO NOTIFY IN CASE OF EMERGENCY, DEATH OR INCAPACITY** *(cannot be someone who intends to reside in the premises)*

<table>
<thead>
<tr>
<th>ADDRESS / CITY / STATE / ZIP CODE</th>
<th>RELATIONSHIP</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EMAIL</td>
<td></td>
</tr>
</tbody>
</table>

**CRIMINAL BACKGROUND INFORMATION**

Do you (or any of the potential occupants in the apartment) have charges pending against you (or them) for any criminal offense?

<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCCUPANTS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Have you (or any of the potential occupants in the apartment) been convicted of any criminal offense; or entered a plea of “guilty” or “no contest” to any criminal offense; or had any criminal matter disposed of in a manner other than by acquittal or a finding of “not guilty”?

<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCCUPANTS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If "YES" to any of the above questions, give details and dates, including the county and state in which the incident occurred on the Pioneer Human Services Application Addendum provided on page 4 of this application.

**ADDITIONAL INFORMATION**

Do you or a member of your household smoke?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

Do you own a waterbed? YES NO

Do you own an aquarium? YES NO

<table>
<thead>
<tr>
<th>IF &quot;YES&quot; TO EITHER QUESTION ABOVE PROOF OF RENTERS INSURANCE REQUIRED.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you ever been evicted? YES NO When? Where?</td>
</tr>
<tr>
<td>Have you ever filed bankruptcy? YES NO When? Was it discharged? YES NO</td>
</tr>
</tbody>
</table>

**PLEASE READ CAREFULLY AND SIGN/INITIAL BELOW**

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. 

x_____ 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.

x_____ I authorize Landlord Protection Service to obtain credit reports, bank information, employment information, and/or character reports as necessary.

x_____ I authorize my employers and references to release such information as necessary. LPS has my permission to release information found in screening.

x_____ I understand that any misrepresentations will be sufficient cause for dismissal or voiding of this application.

x_____ 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.

Applicant Signature __________________________ Date ____________

Property Staff Signature _________________________ Date ____________
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 cannot 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:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Pioneer’s Mission Statement

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

Other information may be requested such as:
• 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

Completed application and 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 1.35 times rent amount)

OTHER
• False information and/or omission of material fact listed on Rental Application
• Lack of information provided on Rental Application

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

Applicant Signature _______________________________ Date ________________

Property Staff Signature _______________________________ Date ________________
City of Tacoma Municipal Code 1.95.030

TMC 1.95.030 – Distribution of Information to Tenants

1: At the time of rental application, the landlord must provide the tenant with the following website along with written rental criteria. Tenants will be able to access information about code violations, findings on discrimination cases, and register to vote.

www.cityoftacoma.org/rentalhousingcode

2: When a rental agreement or lease is offered, the landlord must provide the tenant with a written copy of the summaries of rights and responsibilities prepared by the City. This information must also be provided to existing tenants within thirty (30) days of being made available by the City of Tacoma. The initial distribution of information to tenants must be in written form and landlords must obtain tenant’s signature documenting receipt of such information.

3: If during tenancy, a landlord must serve a tenant with a notice under RCW 59.12.030 or TMC 1.95, the landlord is also required to serve the “Notice of Resources” prepared by the City. The “Notice of Resources” forms can be accessed in the Landlord Resources section on the Rental Housing Code website.

If you have any questions please call 311 or 253-591-5000.

By signing below, I certify that I have read the information above and certify I have been given the information in accordance with TMC 1.95.030.

Applicant Signature _________________________________________ Date ______________

Property Staff Signature _____________________________________ Date ______________