

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. Proof of income (2 consecutive paystubs or current year award letter or proof of subsidy)
 - c. \$35.00 money order per adult
3. **Contact prior and arrange to bring** all of the documents to one of the following locations:

Exley, St Helens and Rialto Apartments – Office – 253.272.5486
(Rialto will need additional application for Tacoma Housing Authority)

313 S 9 th 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.

Pioneer's Mission Statement

We are a Social Enterprise that partners with communities to transform society by honoring the humanity of people, reducing the impact of discriminatory mass incarceration and empowering people to live safe, healthy, productive lives through inspiration, affirmation and by overturning barriers.



Landlord Protection Service

Criminal Search WA Short
Co-tenants other than spouse must use separate applications.

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

Please select the property you are applying to -		Exley		Rialto	
St. Helens					
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.					
FIRST NAME		MIDDLE		LAST	
DATE OF BIRTH / /		DRIVERS LICENSE OR STATE ID #			STATE:
PHONE		CELL	HOME	E-MAIL	
SPOUSE - FIRST NAME		MIDDLE		LAST	
DATE OF BIRTH / /		DRIVERS LICENSE OR STATE ID #			STATE:
PHONE		CELL	HOME	E-MAIL	
LIST OTHER HOUSEHOLD OCCUPANT(S)					
NAME		RELATIONSHIP		OCCUPATION	
NAME		RELATIONSHIP		OCCUPATION	
NAME		RELATIONSHIP		OCCUPATION	
NAME		RELATIONSHIP		OCCUPATION	
RESIDENCE HISTORY					
PRESENT ADDRESS IS (Check one): OWNED HOME RENTED HOME RENTED APARTMENT FAMILY HOME STUDENT HOUSING OTHER					
PRESENT - LANDLORD / APARTMENT COMMUNITY				LANDLORD PHONE	
ADDRESS OF PRESENT LANDLORD / APARTMENT COMMUNITY				REASON FOR LEAVING	
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				LANDLORD PHONE	
ADDRESS OF PREVIOUS LANDLORD / APARTMENT COMMUNITY				REASON FOR LEAVING	
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	
1.					
2.					
ANIMAL(S) (Pets require our consent and are subject to pet deposit.)					
TYPE	BREED	WEIGHT	NAME	LICENSE/TAG #	
1.					
2.					



EMPLOYMENT									
CURRENT EMPLOYER				OCCUPATION				GROSS MONTHLY INCOME \$	
SUPERVISOR				PHONE		EXT:		YEARS EMPLOYED	
ADDRESS				CITY		STATE		ZIP	
PREVIOUS or 2 ND CURRENT EMPLOYER or SPOUSE EMPLOYER — (PLEASE CIRCLE ONE)				OCCUPATION				GROSS MONTHLY INCOME \$	
SUPERVISOR				PHONE		EXT:		YEARS EMPLOYED	
ADDRESS				CITY		STATE		ZIP	
OTHER SOURCE(S) OF VERIFIABLE INCOME <small>(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.)</small>									
OTHER INCOME \$		WEEKLY	BIWEEKLY	MONTHLY	SOURCE			PROOF OF INCOME	YES NO
OTHER INCOME \$		WEEKLY	BIWEEKLY	MONTHLY	SOURCE			PROOF OF INCOME	YES NO
PERSON TO NOTIFY IN CASE OF EMERGENCY, DEATH OR INCAPACITY ** <small>(cannot be someone who intends to reside in the premises)</small>									
EMERGENCY CONTACT NAME				RELATIONSHIP			PHONE		
ADDRESS / CITY / STATE / ZIP CODE						EMAIL			
<small>**Authorization for Providing Access in the Event of Emergency, Death or Incapacity. If your application is approved and you take possession of the apartment, you authorize us, in the event of your death or incapacity, to grant access to the premises and the contents therein to the individual you named above. Once we grant access to such person, he/she may remove all personal property from the premises and dispose of it in accordance with applicable law. You hereby release and discharge us from any liabilities, claims or damages arising out of or in connection with our granting such access to the person you named.</small>									
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?					APPLICANT		OCCUPANTS		
					YES NO		YES NO		
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"?					APPLICANT		OCCUPANTS		
					YES NO		YES NO		
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?		Do you own a waterbed?		YES	NO	Do you own an aquarium?		YES	NO
YES	NO	IF "YES" TO EITHER QUESTION ABOVE PROOF OF RENTERS INSURANCE REQUIRED.							
Have you ever been evicted?		YES	NO	When?		Where?			
Have you ever filed bankruptcy?		YES	NO	When?		Was it discharged?		YES	NO

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 _____ **Spouse** _____ **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 with county and date for all applicants listed:

Please list all evictions/unlawful detainers with county and date for all applicants listed:

Do listed applicants owe monies to any real estate providers? If yes, please list amount(s) and provide explanation:

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TENANT SELECTION POLICY

“We do not accept reusable tenant screening reports”

APPLICANTS NEED TO PROVIDE:

1. Copy Driver License or ID
2. 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

- Prior behavior at any current or prior address whether or not leading to an eviction or not, including but not limited to being asked to leave any community owned or managed by this Property Management Company, may be grounds for denial of tenancy, as well as your behavior toward the current management staff during the application process. Evictions and open bankruptcies may be grounds for denial of tenancy, as allowed by law. Civil Judgments and/or collections for rentals and/or utilities

- CREDIT**
- 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 _____

Spouse 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 _____