

# SOUTH VILLAGE APARTMENTS

## RENTAL CRITERIA

Grandview Management Services, LLC rental criteria and standards are being provided to you pursuant to applicable state law. The following information provides the bases upon which Grandview Management Services, LLC will make its decision.

Payment of a non-refundable Application Fee by each applicant 18 years of age and older is required before a response will be provided. Application Fees are non-refundable and are used to pay for the costs incurred in the application process from a third party screening company. Incomplete applications will not be accepted. A holding fee in the amount of \$600.00 (cash or money order) is required to hold the unit during the application process. If denied the \$600.00 will be returned to applicant. If approved, the \$600.00 will be applied to the security deposit upon move-in. If applicant chooses not to enter in the rental agreement for any reason, the owner/agent will retain the holding fee to cover incurred "lost rental compensation"

<u>Date</u>	<u>Applicant Signature</u>	<u>Authorized Agent Signature</u>
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- A criminal history/background check will be run. Any convictions for crimes/active warrants may result in denial, in accordance with the fair housing law.
- Occupancy must be limited to no more the two people (2) per bedroom.
- Monthly income must be at least three (3) times the rent amount due.
- Current & Previous verifiable landlord references shall be listed on the application provided, with the telephone numbers, for a minimum of one year. Mortgage lenders and/or land sales contact persons where applicable
- A credit report will be run. All active accounts should be reported as current. A credit score should be at least 620. An occasional negative credit rating will be reviewed, provided the applicant can justify the circumstances surrounding this rating. Multiple negative ratings may not be acceptable. Valid Social Security number required. (May be asked for proof)
- Current proof of identity required. Application will not be process without a copy of a valid drivers license or proper documentation permitting an individual to live and work in the United States.
- Any record of unlawful detainer, unpaid collection, or judgement may result in denial of application.
- Employment must be verifiable for a period of one year. Income must be verifiable through employer contact, current pay stub or 3 years tax records for self-employed. Copy of most recent pay stub with year to date earning must be received before application can be processed.
- Non-employment income should be verified through tax records.
- Holding fee is required at the time the application(s) are submitted for processing. If a holding fee is not collected, the home applied for will not be held and will remain on a first come first serve basis.
- Information not disclosed on any section of the application may result in denial, including any special accommodations needed unless previously disclosed.
- If approved, proof of renters insurance and utility set up is required before keys will be given.

**Inability to meet any of the above criteria for residency may result in the following:**

1. **Denial of application for tenancy**
2. **Approval of application for tenancy with either first, last month's rent, and/or increased security deposit**



RESIDENTIAL RENTAL APPLICATION / EACH ADULT MUST FILL OUT SEPARATE APPLICATION

Address of Rental Property: South Village Apartments Unit # \_\_\_\_\_ Rent Amount \_\_\_\_\_

Applicant's Complete Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

SSN# \_\_\_\_\_ DL#/State issued: \_\_\_\_\_

Tel# \_\_\_\_\_ Email Address: \_\_\_\_\_

Other Occupant's Name, Age & Relationship: \_\_\_\_\_

If any of the above noted occupants are currently married or separated but not living with their spouse, please note yes or no: \_\_\_Y \_\_\_N

√ Complete Every Item on Application. Incomplete and/or Inaccurate Information May Result in Process Delay or Denial of Tenancy.

CURRENT ADDRESS (Required Entry)

Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Apt # \_\_\_\_\_ Name of Apts \_\_\_\_\_  
How Long (Mo/Da/Yr) From \_\_\_\_\_ To \_\_\_\_\_  
Pymts / Rent Pd To \_\_\_\_\_ Amt \_\_\_\_\_  
Landlord/Mgmt Co. \_\_\_\_\_  
Address \_\_\_\_\_  
Tel# \_\_\_\_\_ Rent/Own/Lease \_\_\_\_\_  
Email: \_\_\_\_\_

PRIOR ADDRESS (Required Entry)

Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Apt # \_\_\_\_\_ Name of Apts \_\_\_\_\_  
How Long (Mo/Da/Yr) From \_\_\_\_\_ To \_\_\_\_\_  
Pymts / Rent Pd To \_\_\_\_\_ Amt \_\_\_\_\_  
Landlord/Mgmt. Co \_\_\_\_\_  
Address \_\_\_\_\_  
Tel# \_\_\_\_\_ Rent/Own/Lease \_\_\_\_\_  
Email: \_\_\_\_\_

√ **Current Employer** \_\_\_\_\_ Tel# \_\_\_\_\_ Supervisor \_\_\_\_\_

Dept / Attached to \_\_\_\_\_ Occupation \_\_\_\_\_ Rank \_\_\_\_\_

Hire Date \_\_\_\_\_ Monthly Salary \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Address \_\_\_\_\_ Suite \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

√ **Prior Employer** \_\_\_\_\_ Tel# \_\_\_\_\_

Dept / Attached to \_\_\_\_\_ Occupation \_\_\_\_\_ Rank \_\_\_\_\_

Hire Date \_\_\_\_\_ Monthly Salary \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Address \_\_\_\_\_ Suite \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

√ Additional Income (Interest, Child Support, Etc) \_\_\_\_\_

√ Bank \_\_\_\_\_ Acct# \_\_\_\_\_ Branch \_\_\_\_\_ Tel# \_\_\_\_\_

√ Pets? Yes \_\_\_ No \_\_\_ If yes, number, size, and type(s) \_\_\_\_\_

√ Disability status and require special accommodations? \_\_\_\_\_

**HAVE YOU OR ANY OTHER HOUSEHOLD MEMBER:**

Ever had wages garnished? Yes \_\_\_ No \_\_\_ If Yes, when was last time garnished and what did you owe causing garnish?

(Give debt details): \_\_\_\_\_

Ever been taken to court for owing money? Yes \_\_\_ No \_\_\_

If Yes, to whom did you owe money? (Provide details: Name of company, amount owed, location of courthouse): \_\_\_\_\_

Ever had a judgment filed against you for money owed? (Give details): \_\_\_\_\_

Ever been evicted or refused to pay rent? Yes \_\_\_ No \_\_\_ Ever been Charged or Convicted of a Crime? Yes \_\_\_ No \_\_\_

If yes to any of the above, give details: What is the nature of the offense? What County(ies) and State(s)? \_\_\_\_\_

When? \_\_\_\_\_

Ever used any other name(s)? Yes \_\_\_ No \_\_\_ If yes, list name(s) \_\_\_\_\_

Are you or any other household member a Registered or Unregistered Sex Offender? Yes \_\_\_ No \_\_\_

What other states have you lived in? \_\_\_\_\_

Ever had bedbugs or any other infestation? Yes \_\_\_ No \_\_\_ If yes, what type of infestation: \_\_\_\_\_

Do you or any other household member smoke? Yes \_\_\_ No \_\_\_

Have you or any other household member filed bankruptcy? Yes \_\_\_ No \_\_\_ If yes, when: \_\_\_\_\_

Auto/Year/Make/Lic#: 1.) \_\_\_\_\_ 2.) \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Address \_\_\_\_\_ Tel# \_\_\_\_\_

Ph #: (360) 403 - 7184  
Fx #: (360) 435 - 4708

Grandview/South Village

Orca Information, Inc.  
Phone: 360-588-1633 / 800-341-0022  
Fax: 360-588-1189 / 800-522-6722



## Addendum (A) to Application for Tenancy

### LETTER OF AUTHORIZATION

Revised 6/2020

To Whom It May Concern:

In compliance with the Fair Credit Reporting Act, State and Federal laws, this is to inform you and your household members that an investigation involving the statements made on this application for tenancy are being initiated by ORCA Information, Inc., 120 E. George Hopper Rd, Suite 108, Burlington, Washington 98233, Ph: 360-588-1633. I certify that to the best of my knowledge all statements are "true and complete". I further authorize ORCA Information, Inc. to obtain Credit Reports, Employment References (including verifying salary), Court Records and Character References, Mode of Living, and Rental References as needed to verify all information put forth on this application and otherwise available regarding all applicants identified on this application.

Furthermore I warrant the accuracy of all information contained on this rental application, including that relating to the other intended occupants of the subject property. I understand and agree that if subsequently a determination is made that I provided false or inaccurate information on the rental application it is a breach of the terms of any rental agreement signed based on that information and Owner and/or his/her agent may take legal action to terminate said Agreement.

In addition, I confirm receipt of the **Tenant Selection Policy** (per WA State Fair Tenant Screening Act, 2012) from this landlord/property management BEFORE submitting this completed rental application and that I read, and understand my rights as described therein.

You have the right to obtain a free copy of the consumer report in the event of a denial or other adverse action, and to dispute the accuracy of information appearing in the consumer report. The consumer reporting agency:

Orca Information, Inc.

120 E. George Hopper Road, Suite 108

Burlington, WA 98233

Phone 800-341-0022 Fax 800-522-6722

I also understand Orca Information's role is to provide background information to landlord/property manager. Orca Information does not make the decision to lease/rent or take any adverse action. Decision to lease/rent remains with the property manager/landlord.

\_\_\_\_\_  
Applicant's Name (please print)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Manager's/Assistant Manager's Signature

**LIST ALL JUVENILE AGE OCCUPANTS 12 - 17 YRS:**  
*(Note: There is an additional \$15 fee)*

1. Full Legal Name: \_\_\_\_\_

Nickname(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

2. Full Legal Name: \_\_\_\_\_

Nickname(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

3. Full Legal Name: \_\_\_\_\_

Nickname(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_