

When reviewing a Rental Application and Tenant Screening Report we will consider: Extenuating circumstances (temporary loss of job, medical reasons, family emergencies, etc.). Applicant's screening report will be reviewed for the following adverse (negative) information:

## **CREDIT**

Civil Judgments and/or collections for rentals and/or utilities Bankruptcy, foreclosures, negative credit Lack of credit history

#### COURT RECORDS

History of criminal behavior that may negatively affect tenancy – drugs, sex offense, theft, robbery, assault, active warrants, etc...

## REFERENCES

Lack of 3 years of continuous, positive, objective rental history Negative and/or incomplete rental references

## **EMPLOYMENT/INCOME**

Lack of proper documentation proving adequate income to pay rent (earnings need to be 3 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

## Applicants need to provide:

- 1. Copy of Social Security Card or equivalent proof of identity (Visa, Passport, etc)
- 2. Drivers License
- 3. Proof of adequate income

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

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 Orca Information, Inc. You also have the right to dispute the accuracy of any information therein.

Do not ask the Property Manager/Landlord for a copy of the background check processed. They are unable to give you a copy (Fair Credit Reporting Act). Upon Adverse Action the Property Manager/Landlord you are applying with will give to you the Adverse Action/Consumer Rights Letter. This letter describes in detail how you may obtain from the appropriate agencies and companies, a free copy of the background check

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: <a href="www.annualcreditreport.com">www.annualcreditreport.com</a>
Orca Information obtains their credit reports from Trans Union.

Note: 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 Orca Information, Inc. 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. Orca Information, Inc. contact information is: www.orcainfo-com.com, orca@orcainfo-com.com, 800-341-0022, PO Box 277, Anacortes, WA 98221.

Applicants should note that all Crown Properties, Inc. units are considered "Smoke Free Housing". Tenants are not permitted to smoke inside the units, including but not limited to the use of federally prohibited controlled substances (i.e. marijuana) and cigarettes.

Crown Properties, Inc. does NOT accept comprehensive reusable tenant screening reports.

(253) 537-2700 (253) 537-2702 Ph #: (Fax #:

> Crown Properties Inc. Agent:

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EQ	UAL HOUSING
OP	PORTUNITY

Emergency Contact\_

RESIDENTIAL RENTA	AL APPLICATION / <u>EA</u>	CH ADULT MUST FILL O	UT SEPARATE	<u>APPLICATION</u>
Address of Rental Property:		Unit #		Rent Amount
Applicant's Complete Name:			Date of B	irth:
SSN#	DL#/St	ate issued:		
Γel#_	Email Addre	SS:		
Other Occupant's Name, Age & Relationship:				
f any of the above noted occupants are cur				e note ves or no: Y
Complete Every Item on Application. I		_		
Complete Every Item on Application. I	ncomplete and/of finac	The state of the s		ess Delay of Demai of Ten
CURRENT ADDRESS (Requ	PRIOR ADDRESS (Required Entry)			
Street		Street		
City State	Zip	City		Zip
Apt #Name of Apts			of Apts	
How Long(Mo/Da/Yr)From				To
Pymts / Rent Pd To				Amt
andlord/Mgmt Co				
Address		Address		
Геl#Re	ent/Own/Lease	_   Tel#		Rent/Own/Lease
Current Employer		Tel#		Supervisor
Dept / Attached to				
lire Date				
Address		te City		
Prior Employer		Te		
Dept / Attached to				
lire Date				
Address		te City		
ruuress		City		State/21p
Additional Income (Interest, Child Support,	Etc)			
Bank Ac				
Pets? Yes No If yes, number				
Disability status and require special accomm				
Are you a fulltime student? Yes No				
HAVE YOU OR ANY OTHER HOUSEHOLI				
Ever been evicted or refused to pay rent?		Ever been Charged or G	Convicted of a	Crime? Yes No
f yes to any of the above, give details: W		-		
			cs) and State(s)	)·
When? Ever used any other name(s)? Yes				
are you or any other household member				
•	9			
ever had bedbugs or any other infestation			estation:	
Oo you or any other household member s			1	
Have you or any other household membe				
auto/Year/Make/Lic#: 1.)				
Local Contact				
Nearest Relative	Address		Tel#	

Tel#

Address

# Addendum (A) to Application for Tenancy

## LETTER OF AUTHORIZATION

Revised 6/2012 to comply with Fair Tenant Screening Act.

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., PO Box 277, Anacortes, Washington 98221, 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, CRIMINAL & JUVENILE RECORDS, ARREST DETENTION INFORMATION and CHARACTER REFERENCES, GENERAL REPUTATION, 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 (for juvenile occupants, the undersigned parent/guardian authorizes the above-information to be obtained on their behalf).

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 land-lord/property management BEFORE submitting this completed rental application and that I read, and understand my rights as described therein.

	There is an additional \$3.	100 this report to my (circle one).  100 processing fee when paying with  STERCARD DISCOVER AMEX
Applicant's Name (please print)	Card #	
Applicant's Signature	Expiration Date:	CVV Code:
Date of Authorization	Print Name on Card	
Manager's/Assistant Manager's Signature	Signature of Cardholder	
	Card's Billing Address	
	City	State Zip Code
List All Juvenile Age Occupants 12yrs-17yrs:		
Full Legal Name	Nickname(s)	Date of Birth
Full Legal Name	Nickname(s)	Date of Birth
Full Legal Name	Nickname(s)	Date of Birth