

Mission Realty, LLC

Dear Applicant,

The following information outlines our standard requirements for you to qualify for one of our rentals. The RENTAL LISTING section below describes the unit for which you are applying:

Please take a moment to read this information and feel free to ask any question(s) to help aid you completing this application.

No application is excepted until applicant has seen the unit or house.

APPLICATION SCORING GUIDELINES:

1. **Employment/Income Verification:**
 - Please provide 2 recent pay stubs or last year's W-2 to verify income
 - Applicant must have 2 years continuous employment and income equal to 3 times the amount of monthly rent. (example: rent for \$500/month would require \$1500/month income)
 - If you do not meet these qualifications a co-signer may be required.
2. Previous Rental History:
 - Please provide names & phone numbers of your current landlord and previous 2 landlords – for a minimum of 2 years of rental history.
 - Mortgage payments, made on a timely basis, will qualify as a positive rental reference.
3. Credit and Background:
 - Will be done on each adult in the unit.
 - Photocopy of your picture ID is required (all applicants/co-applicants required).
4. **Application/processing fee:**
 - \$40 per applicant 18 years and older – Non-refundable.
 - If a co-signer is required, it is an additional \$20 non-refundable.
 - **Payable in exact change; cash, cashier's check or money order.**
5. Holding deposit:
 - Refundable deposit of \$100 maybe paid at the time you submit your application, which puts you first in line.
 - Must be paid within 48 hours of approval, which holds the unit for up to 2 weeks with agent authorization.
 - The holding fee/security deposit becomes non-refundable once approved & paid if you decide not to take the unit.
6. Move In expenses:
 - Application, holding/security deposit, and first full month of rent are to be paid prior to taking tenancy.
 - These payments must be made separately.
 - Funds must be in cash (exact change per item) cashier's checks, or money orders. **Personal checks are not accepted for the first month's rent.**
7. Mission Realty, LLC goes by the Housing Act of 1985 for overcrowding of a unit/house. Generally, it's two people per bedroom. If you would like a copy of the definition of overcrowding, please ask for one.

If you have any questions, please feel free to call the office at 360-778-3708. Please submit your application and fees to our office, located at 102 W. Main St., Suite 202, P.O. Box 201, Everson, WA 98247. We will notify you within 3 to 5 business days if your application is approved or denied.

Thank you. – Mission Realty, LLC

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Residential Screening Guidelines

PURPOSE:

This documentation is to provide standardization to our acceptance and denial policies so that each tenant is treated fairly and equally when applying to rent through Mission Realty, LLC; to eliminate the possibility of discrimination in rental decision. We are seeking responsible tenants whom pay their rent timely, communicate concerns with the property or themselves, and maintain the property in which the rent through Mission Realty, LLC.

APPLICATION SCORING GUIDELINES:

All applicants 18 years and older will be reviewed in on these items. There are two types of issues; one type automatic denials and the other type are negatives. If 3 or more negatives are found without extenuating circumstances the application will be denied, and if any one automatic denial item is found, with no extenuating circumstances, the applicant shall be denied.

Automatic Denials:

- OPEN bankruptcy (where new claims may still be added)
- Any eviction or unlawful detainer, any current 3-day notice to pay or vacate
- Any income level that falls below are standard on page ONE (3 to 1 ratio)
- Any felony or misdemeanor conviction in the last 7 years and/or any current pending convictions
- Employment reference that states the applicant will be terminated shortly, dropping income requirements below the standards.
- Any false documentation on the written application.

Negatives:

- Any credit account that has more than 2-30 day late payments in the last two years.
- Any credit account that has more than 1-60 day late or more payment in the last three years.
- Any credit account that has gone to collections.
- Any collection, judgment, bankruptcy or lien.
- Any landlord reference that includes late rent payments. Each late rent payment counts as 1 negative.
- Any instance of proper intent to vacate notice not being given to a landlord.
- Any instance of unauthorized pets or persons occupying a unit rented to the applicant.
- Any employment situation that is temporary or seasonal in nature.
- Any bank reference that shows more than one NSF check in the previous 12 months.
- Less than 2 years of verifiable work history/income/rental history.

We, in some cases due to extenuating circumstances, may feel that an applicant who does not qualify under this policy might still be an acceptable risk. Such criteria must be discussed with the Property Manager and then Property Manager will discuss with the Owner of property.

Mission Realty, LLC adheres to the Federal Fair Housing Law and does not discriminate against any person because of race, color, religion, sex or national origin.

Mission Realty, LLC

By signing this form you are acknowledging:

Mission Realty, LLC is an agent of the owner. I have read and understand our acceptance policy. If the application is denied my application/processing fee is non-refundable. I understand if my application is denied, I may request in writing the opportunity to clarify my situation, which may not change the outcome of the decision.

My signature is also granting Mission Realty, LLC and it's agents to verify the information listed on my rental application. I understand that a credit, criminal and check writing reports will be requested, and that Mission Realty, LLC has my permission to contact any and all employers, previous landlords and bank references listed. The information listed in this application is true and accurate. I give permission to use any service they deem necessary to verify this information.

I/We declare that the information provided in the application is true to the best of my/our knowledge. You are hereby authorized to verify all information, including juvenile records, put forth in connecting with the processing of this application. False, fraudulent, or misleading information may be grounds for denial or tenancy or subsequent eviction. Any and all information provided will be investigated and will be kept confidential. I am aware that an incomplete application causes a delay in processing and may result in a denial of tenancy.

X

X

Applicant

Co – Applicant

Mission Realty, LLC

RENTAL APPLICATION

APPLICANT:

Address to Rent: _____ Unit # _____ Rent \$ _____ Deposit: \$ _____

Desired Move-In Date: _____ Desired Lease Term: _____

Your Phone Number: _____ Email: _____

How did you hear about us? website _____ Bellingham Herald _____ Craigslist _____ Other _____

PART 1 – APPLICANT GENERAL INFORMATION

Name (Last, First, Middle) Social Security Number DL/ID Number & State Date of Birth

Spouses Information

Name (Last, First, Middle) Social Security Number DL/ID Number & State Date of Birth

Other Persons to occupy rental property – Full Name, Relationship, & Age:

1. _____ 2. _____
3. _____ 4. _____
5. _____ 6. _____

Do you have a waterbed? ___ Yes ___ No If yes, do you have waterbed insurance? _____

Do you have any pets? ___ If YES, type & name _____ Is your pet: Indoor ___ Outdoor ___ Both ___

If you have a dog, renters insurance is required to have and also, we'll need a picture of the animal for the file. On the renter insurance you will need to list Mission Realty, LLC as additional insured. This information will be required when you sign the lease.

PART 2 – RESIDENCE HISTORY

Present Address City State Zip

Landlord's Name _____

Landlord's Phone Number: _____

Previous Address City State Zip

Landlord's Name _____

Landlord's Phone Number: _____

Previous Address City State Zip

Landlord's Name _____

Landlord's Phone Number: _____

Rent Own (circle one)
Rent Own (circle one)
Rent Own (circle one)

How Long did you live there? _____

Date Moved In: _____ Date Moved Out _____

What was monthly payment amount? _____

How Long did you live there? _____

Date Moved In: _____ Date Moved Out _____

What was monthly payment amount? _____

How Long did you live there? _____

Date Moved In: _____ Date Moved Out _____

What was monthly payment amount? _____

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PART 3 – APPLICANT EMPLOYMENT HISTORY

Name of Present Employer: _____ Start/End Date: _____
Employer's Address: _____ Position: _____
Employer's Supervisor: _____ Full-time or Part-time? _____
Employer's Phone Number: _____ Monthly Income: \$ _____

Name of Past Employer: _____ Start/End Date: _____
Employer's Address: _____ Position: _____
Employer's Supervisor: _____ Full-time or Part-time? _____
Employer's Phone Number: _____ Monthly Income: \$ _____

SPOUSES EMPLOYMENT HISTORY

Name of Present Employer: _____ Start/End Date: _____
Employer's Address: _____ Position: _____
Employer's Supervisor: _____ Full-time or Part-time? _____
Employer's Phone Number: _____ Monthly Income: \$ _____

Name of Past Employer: _____ Start/End Date: _____
Employer's Address: _____ Position: _____
Employer's Supervisor: _____ Full-time or Part-time? _____
Employer's Phone Number: _____ Monthly Income: \$ _____

ADDITIONAL INCOME

Additional Income, such as child support, alimony or separate maintenance need not be disclosed unless such additional Income is to be included for qualification.

Amount of \$ _____ Per _____ Source: _____

Amount of \$ _____ Per _____ Source: _____

PART 4 – IMPORTANT INFORMATION

Name of Nearest Relative: _____ Relationship: _____ Address: _____ Phone #: _____

Emergency Contact: _____ Relationship: _____ Address: _____ Phone #: _____

Personal Reference: _____ Relationship: _____ Address: _____ Phone #: _____

Are you or any member of your household a convicted sex offender? Yes _____ No _____

Have you or any member of your household ever been charged or convicted of a criminal offense? Yes _____ No _____

Have you or any member of your household ever been asked to leave a rental either through termination or eviction proceedings? Yes _____ No _____

Have you or any member of your household ever filed for bankruptcy? Yes _____ No _____

- If yes, is it open? Yes _____ No _____ If closed, what year discharged? _____