

Manager Date/Time received: _____



Flatiron Properties, Inc.
Property Investment & Management

511 Boren Ave. N. Ste. 300
Seattle, WA 98109
206-861-1002

RENTAL REQUIREMENTS

Get Started: You may apply for any rental in person at a private viewing or at an Open House showing. Be sure to bring all your information and a checkbook to complete an application. To apply for available units please complete the entire application, sign, and hand it in to our representative at the viewing with your checks. We require that the application be filled out completely and legibly before we can process it; an incomplete application will delay processing/not hold your place in line. A non-refundable Application Fee (per adult) along with the Security Hold Deposit is required to begin application processing.

Qualification for a rental: Tenancy will be based on your current and previous rental history (min. 2years), confirmation of current employment/income (3:1 Income to Rent), and overall good credit history (+760, <2 delinquencies). We perform a TransUnion credit, and public records check on all new residents as part of our application process prior to application approval. We do not use comprehensive, portable, or reusable tenant screening reports; we will verify all applicant information for each applicant.

Acceptance of an application: Once your application is processed, we will contact you to offer you the home. If at this time you decline the offer you will lose your entire pre-paid Security Hold Deposit. Please be certain you can accept an offer before applying. Once you accept the offer of the home, we will proceed with the details of signing a Lease Agreement and any other details that remain.

Denial of an application: Unfortunately, sometimes we must decline an application. If we are unable to offer the home to you after processing your entire application, we will either shred or mail back the entire pre-paid Security Hold Deposit check turned in when you applied. You will be notified in writing of the reason for denial by Adverse Action Notice, this will give you the phone number of the credit reporting agency so that you may contact them directly for a copy of your credit report. We cannot give you a copy of your credit report or discuss the details of your report with you.

Non-refundable fee: The application fee is always non-refundable once an application has been turned in for processing.

Payments: All payments are to be received in check form; this includes Application Fee(s), Security, Hold, Pet Deposit(s), and Rent-Parking-Storage payment(s). We accept Cashier's Checks and/or Money Orders in addition to personal bank issued checks.

Utility Fee for Houses: Tenants directly pay for Public Utilities. All or a portion of the prepaid Security Deposit(s) will be withheld if there is a balance due upon vacating a property for all unpaid Public Utilities.

Property Address: _____ Date: _____

Printed Name: _____/_____ Printed Name: _____/_____

Signature: _____/_____ Signature: _____/_____

**** Please complete this form and turn it in with ALL your completed application(s) and checks. We require that ALL the application paperwork be filled out completely and legibly before we can process it; lack of completeness or checks will delay processing and you will lose your place in line. ****



APPLICATION FOR TENANCY (SEATTLE)

SHADED SECTIONS TO BE COMPLETED BY OWNER/AGENT

Owner/Agent Name: _____ Date/time completed application received: _____

Phone: _____ Fax: _____ Email: _____

RHAWA Screening Package: Basic Premium Background Other _____

APPLICANT INFORMATION:

Last Name: _____ First Name: _____ Middle: _____

Phone#: _____ Email: _____

Current Address: _____ City: _____ State: _____ Zip: _____

Social Security/ITIN#: _____ Date of Birth: _____ Government Issued ID#: _____

OWNER/AGENT: Visual Proof Of: Driver's License State ID SS Card Other _____

OCCUPANCY INFORMATION

List all persons in addition to yourself that will also be residents, including a Date Of Birth (DOB) for each. All persons 18 or older must complete separate rental applications and pay a screening fee.

Resident: _____ DOB: _____ Resident: _____ DOB: _____

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Are you, or any other resident, a smoker? Yes No

Do you have renter's insurance? Yes No

Do you have a waterbed or aquarium over 20 gallons? Yes No

Will animals reside in the unit? Yes No If yes, how many? _____ Weight(s) _____
Type(s) _____ Breed(s) _____

PERSONAL BACKGROUND HISTORY

Landlord is prohibited from requiring disclosure, asking about, rejecting an applicant, or taking an adverse action based on any arrest record, conviction record, criminal history, except for registry information as described in SMC 14.09.025.A.3, SMC 14.09.025.A.4, SMC 14.09.025.A.5, and subject to the exclusions and legal requirements in SMC 14.09.115.

Owner/Agent requires sex offender screening: Yes No

FINANCIAL HISTORY

Current monthly expenses/financial obligations: Car: \$ _____ Loan: \$ _____ Credit Cards: \$ _____

Other (describe): _____ \$ _____

Have you ever filed for bankruptcy? Yes No

PREVIOUS RESIDENCE HISTORY

Current Address: _____ City: _____ State: _____ Zip: _____

Landlord Name: _____ Landlord Phone#: _____ Dates of Occupancy: _____ Rent \$: _____

Previous Address: _____ City: _____ State: _____ Zip: _____

Landlord Name: _____ Landlord Phone#: _____ Dates of Occupancy: _____ Rent \$ _____

Previous Address: _____ City: _____ State: _____ Zip: _____

Landlord Name: _____ Landlord Phone#: _____ Dates of Occupancy: _____ Rent \$ _____

Have you given notice of termination of tenancy to your current landlord? Yes No For what date are you seeking occupancy? _____



APPLICATION FOR TENANCY (SEATTLE)

PREVIOUS RESIDENCE HISTORY (CONTINUED)

The landlord is prohibited from taking an adverse action against a tenant based on eviction history occurring between March 3, 2020 and April 30, 2023. The Seattle Office for Civil Rights is the department that will enforce any violations of this ordinance.

Have you ever been served an unlawful detainer notice or been evicted? Yes No

If yes, include month/yr and address: _____

Have you ever received a notice to pay rent or vacate and/or another unlawful detainer notice from a landlord? Yes No

If yes, describe circumstances: _____

INCOME HISTORY - LIST EMPLOYMENT AND/OR OTHER SOURCES OF INCOME

Organization (current): _____ Position: _____ Monthly: \$ _____

Date Range: _____ Contact Name (HR/Supervisor): _____ Phone: _____

Other current income (attach documentation/verification): _____ Monthly: \$ _____

Organization (previous): _____ Position: _____ Monthly: \$ _____

Date Range: _____ Contact Name (HR/Supervisor): _____ Phone: _____

Other previous income (attach documentation/verification): _____ Monthly: \$ _____

VEHICLES

Describe all vehicles (car, boat, trailer, RV, motorcycle, etc.) you would like to keep on the property. Written permission separate from this application must be obtained to park on premises.

Type: _____ Make: _____ Model: _____ Year: _____ Color: _____ Plate#/State: _____

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EMERGENCY/PERSONAL CONTACT

Name: _____ Relationship: _____ Phone#: _____

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ACKNOWLEDGEMENT

In compliance with the Fair Credit Act and RCW 59.18.257 (2), this is to inform you that a credit investigation involving the statements made on this application for tenancy will be initiated. Any false, fraudulent or misleading information provided on the application may be grounds for denial of tenancy and/or forfeiture of rental or lease agreement. While providing your SSN is not always required, the election not to submit this information may delay processing and result in insufficient information and denial of tenancy. If you are declined due to the consumer report, you may obtain a free copy of your credit report from the bureau it was obtained from within 60 days of denial. You also have the right to dispute the accuracy of the report and/or add a consumer statement to the report. This is NOT an agreement to rent and all applications must be approved. Disputes: If the screening of your application for tenancy included RHAWA's Full Credit Report and you wish to dispute any or all information on your credit report, contact Rental Housing Association to file the dispute on your behalf. Rental Housing Association of WA - Tenant Screening 1101 N Northlake Way, Ste 2., Seattle WA 98103; Phone: (206) 283-0816; Email: screening@RHAWA.org

A non-refundable processing fee of \$ 45.00 is required per applicant for non-refundable tenant screening fees.

I certify to the best of my knowledge all statements are true. I authorize the agent/owner for initial tenancy and again upon any future lease modifications or renewals to verify the information provided on the application including, but not limited to, obtaining credit reports, character reports, civil and/or criminal records, verifying source of income and rental history. I understand that false, fraudulent or misleading information may be grounds for denial of tenancy and/or forfeiture of my rental or lease agreement.

_____ By initialing, I acknowledge having been notified in writing, or by posting, of what types of information will be accessed to conduct the tenant screening and what criteria may result in denial of the application, as required by RCW 59.18.257.

Applicant Name: _____ Signature: _____ Date: _____