

APPLICANT SCREENING NOTICE
SCREENING/CREDIT REPORTING AGENCY IS:

Rental Housing Association
206-283-0816
2414 SW Andover St., Ste D207,
Seattle, WA 98106

You are being charged for screening your application.

Screening your application includes calling your former landlord, employers and financial institutions. By signing the application for tenancy, you have authorized these individuals and/or agencies to release information to us so that we can evaluate your application.

We use the above named agency to provide both credit and other information with regard to you and your application. If we deny you tenancy based on information provided by the above named agency, you have the right to contact the agency by telephone (listed above) to determine and/or dispute the accuracy of the information they have provided.

We are not required to release or disclose information provided to us by the agency, except as required under the Federal Fair Credit and Reporting Act. If you seek to review your credit reports or other such information, you should contact the AGENCY listed above directly.

If real estate brokers are involved in this transaction, then at the signing of this Agreement, Listing Broker represents Lessor; Listing Firm, Listing Firm's Designated Broker, Listing Broker's Branch Manager (if any), and Listing Broker's Managing Broker (if any) represent the same party that the Listing Broker represents and may have been paid a commission. If Tenant's Broker and Listing Broker are different persons affiliated with the same Firm, then both Lessor and Tenant confirm their consent to Designated Broker, Branch Manager (if any), and Managing Broker (if any) representing both parties as dual agents. If Tenant's Broker and Listing Broker are the same person representing both parties then both Lessor and Tenant confirm their consent to that person and his/her Designated Broker, Branch Manager (if any), and Managing Broker (if any) representing both parties as dual agents. All parties acknowledge receipt of the pamphlet entitled "The Law of Real Estate Agency."

Your signature below acknowledges that you have received a copy of this Notice.

Date: _____ Sign: _____

Print: _____

Return to:
Jay Whitebread 206-931-1988
jay@excelrci.com
Fax: 206-402-6902 (Write Attention Jay)
Excel Properties RCI
7850 E. Green Lake Dr. N.
Seattle, WA 98103

Make checks out to: Excel Properties RCI.
Payments by credit card will be charged a 3% Fee.
Jay Whitebread is a licensed real estate broker in the
State of Washington.

APPLICATION FOR TENANCY

AGENT / OWNER CONTACT INFORMATION:

Name: _____ Member #: _____

Phone: _____ Fax: _____ Date: _____

Email: _____

Screening Package: ☐ Basic Package ☐ Premium Package ☐ Background Screening ☐ Other _____

Applicant's Last Name First Name Middle Phone #

Current Address City State Zip

Social Security # Date of Birth Driver's License / State Issued Email

MANAGERS CHECKLIST: Visual Proof Of: ☐ Driver's License ☐ State ID ☐ SS Card ☐ Other _____

OCCUPANCY INFORMATION

List all people with their date of birth that plan to reside with the above applicants. Anyone listed 18 or older must complete a rental application, pay a screening fee and sign all documents:

1. _____ 3. _____

2. _____ 4. _____

Are you, or any other occupant, a smoker? ☐ Yes ☐ No

Do you have renter's insurance? ☐ Yes ☐ No If yes, proof of insurance is required.

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

Pet(s)? ☐ Yes ☐ No If yes, how many? _____ Type(s) _____

Breed(s) _____ Weight(s) _____

PERSONAL BACKGROUND HISTORY

In the past 7 years, have you or any occupant been convicted of, or do you have any charges pending, for a criminal offense? ☐ Yes ☐ No

Explain: _____

Are you or any occupant required to register as a sex offender? ☐ Yes ☐ No

FINANCIAL INFORMATION

Name of Financial Institution & Phone # Type of Account Account # (optional)

Name of Financial Institution & Phone # Type of Account Account # (optional)

Current monthly expenses for financial obligations: ☐ Car _____ ☐ Loan _____

☐ Credit _____ ☐ Other _____

Have you ever filed for bankruptcy? ☐ Yes ☐ No

PREVIOUS RESIDENCE HISTORY

Current Address City State Zip Landlord's Name / Phone # Dates of Occupancy Rent Amount \$

Previous Address City State Zip Landlord's Name / Phone # Dates of Occupancy Rent Amount \$

Previous Address City State Zip Landlord's Name / Phone # Dates of Occupancy Rent Amount \$

PREVIOUS RESIDENCE HISTORY – CONT.

For what date are you seeking occupancy? _____

Have you given notice of termination of tenancy to your current landlord?

☐ Yes ☐ No

Have you ever been served an unlawful detainer or been evicted?

☐ Yes ☐ No

If yes, include month / yr & 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

Applicant's Current Employer	Position	Monthly Income	Start Date	Supervisor / H.R. Name & Phone
Previous Employer	Position		Dates Employed	Supervisor / H.R. Name & Phone
Other Sources of Verifiable Income	Monthly Income	Other Sources of Verifiable Income	Monthly Income	

VEHICLE REGISTRATION

Written permission separate from this application must be obtained to park on premises.

Vehicle Make	Model	Year	Color	Plate # / State
Vehicle Make	Model	Year	Color	Plate # / State
Description of any other vehicles (boat, trailer, RV, motorcycle, etc.) you would like to keep on the property.				

Vehicle Make	Model	Year	Color	Plate # / State
--------------	-------	------	-------	-----------------

EMERGENCY / PERSONAL CONTACTS

Name	Relationship	Phone #
Name	Relationship	Phone #

ACKNOWLEDGMENT

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. An incomplete application causes delay in processing and may result in 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.

A non-refundable processing fee of _____ is required per applicant for 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 Signature

Print Name

Date

Jay Whitebread

Property Manager

Agent / Owner Signature

Title

Date

Time _____ Date _____

RHAWA Tenant Screening Department
T (206) 283 - 0816 | (800) 335 - 2990
F (206) 286 - 9461 | tenantscreening@RHAWA.org

Hours Monday - Friday
8:30am - 5pm (Reports are run until 4:30pm each day.)

Member Information

Member ID Number _____
Owner's Name _____
Contact's Name – if not owner _____
Phone Number _____
Fax Number _____

Results Returned via

☐ Fax: _____
☐ Email: _____

Payment

Name as it Appears on Card

Card Number

Expiration | xx - xxxx

Security Code on Back

*All payments by credit card will be
charged an addition 3% Fee. **Initial**

Billing Zip Code

Payment for Services

For members who use our tenant screening services less than 60 times per year we are asking for payment at time of purchase. If you order your products over the internet we will be requiring a credit card authorization on file. Your credit card will then be charged for the service the next day. We accept VISA or MASTERCARD. Invoicing is available to members who run over 60 reports a year.

Applicant Information

First Name

Middle Name / Initial, Suffix

Last Name

Date of Birth | xx - xx - xxxx

Social Security Number | xxx - xx - xxx

Driver's License Number

State Issued

Address Applicant has lived at for at least 6 months

Current Street Number

Street Name

Apartment Number

City

State

Zip Code

Eviction – if not same state as current address

State

Criminal – if not same state as current address

State

Packages | Tax Included

- ☐ Basic Package \$25.00
- ☐ Premium Package \$45.00
- ☐ Background Screening Package* \$25.00
**Does not include credit information*
- ☐ Add Employment Verification* \$13.00
- ☐ Add Landlord Verification* \$13.00

**Signed Application for Tenancy required to run these reports*

Additional Individual Products | Tax Included

- ☐ Background Screening Package \$25.00
- ☐ Employment Verification \$13.00
- ☐ Landlord Verification \$13.00
- ☐ State Specific Eviction Report \$13.09
- ☐ Multi-State Eviction Report \$16.39
- ☐ State Specific Criminal Report \$13.09
- ☐ Multi-State Criminal Report \$16.39
- ☐ Previous Address History \$5.43

RHAWA's credit reports give you detailed credit information in an easy to read format. Reports include:

- Access to TransUnion credit & collection accounts
- Easy to read comprehensive format
- TransUnion New Account Model credit score
- List of credit grantors & account status confirmation
- Public records & bankruptcy search
- National consumer credit data
- 30 years of national address history
- SSN verification
- Fraud detection – compares information provided by applicant with credit report to detect possible fraud
- Possession & money judgements