



## **APPLICATION POLICIES**

- Incomplete applications or those with contingencies will not be processed.
- An application will be processed when the application is **completely filled out**. The screening fee submitted to IMPACT Property Management must be in the form of cash, an in-state personal check, money order or cashier's check. No out of state checks will be accepted. We do not accept credit/debit cards at this time.

**WE PROCESS APPLICATIONS ON A FIRST COME, FIRST SERVE BASIS.** We process applications in the order we **receive** them, not in the order of the property showings. We recommend showing up to your viewing with completed application(s) in hand. If you like the home and wish to apply for it, submit your application(s) at that time along with the screening fee.

If an application has been submitted prior to yours, and you wish to have your application in second position, please ask us to hold it. Your application fee(s) will not be deposited until the first application is denied. We will notify the applicant in second position as to the status before we deposit their screening fee and process their application.

**SCREENING FEES:** All Adults and co-signers over 18 years old who intend to reside on the premises longer than three weeks must complete an application and pay the screening fee. The charges for screening fees are as follows: \$40 per adult or co-signer and \$30 for a "mini" application (credit and criminal only). Please be aware, we will access a credit report and a criminal background report. We will not process the application until the fee has been received.

**PETS:** A deposit or non-refundable fee is charged even if a pet is kept outside. We will require the tenants sign a Pet Addendum that becomes a part of the Rental/Lease Agreement.

## **INFORMATION REQUIRED ON THE APPLICATION**

**IDENTIFICATION:** Applicant(s) must provide unmistakable identification. A driver's license or other picture I.D. is required. Social Security number must be provided; Social Security cards may be requested.

**PHONE NUMBER:** Please indicate a phone number where you can be reached while your application is being processed.

**CURRENT AND FORMER ADDRESS:** List the last two addresses at which you paid rent or mortgage payments, excluding those of relatives. If you are staying temporarily somewhere, do not list it as your current address.

**LANDLORD REFERENCES:** Please list landlord's DAYTIME as well as, EVENING phone numbers. We DO NOT accept relatives or fiends as verifiable landlord references. Any derogatory current or previous rental history may result in denial.

**INCOME REQUIREMENTS:** At least one adult must make three (3) times the monthly rent as their gross monthly income. Because this is a community property state, the income of married couples is combined. Debt balances will also be considered. Please provide a copy of your recent pay stub/earnings statement when you submit your application. Inability to provide income verification will be a reason for denial of tenancy. Income must be obtained from a permanent position or reliable and verifiable guaranteed source. Income must be considered legal by Federal, State and Local laws.

- **CURRENT EMPLOYMENT:** Please provide a copy of your most recent earnings statement with your application. Please indicate your current employer's name and phone number along with position and length of employment. Employer must have a licensed business or file income tax with government agencies. Employment must be verifiable for a one year period. Income must be verifiable through employer contract, current paycheck stubs, or tax records. Employment through school doctorate studies, Federal, military, State grants, and interns will be considered.
- **SELF-EMPLOYED:** Please provide a copy of last years Tax Return including the Schedule C form and a current Income Statement or Quarterly Tax Return with your application.
- **OTHER INCOME:** If you are relying on income from other sources, such as Social Security, Welfare, Child Support, etc., please provide documentation to verify this income at time application is submitted.

**APPLICANT, SPOUSE OR ROOMMATE INFORMATION:** All landlord, rental, employment and additional information requested on the rental application must be completed.

- Inability to produce, or refusal to produce information will result in denial.
- False information will result in denial.
- Picture I.D. with signature is required.

**CREDIT REQUIREMENTS:** A credit report will be run. Current and previous credit will be evaluated. You must authorize a credit & criminal report.

- Any recorded unlawful detainer (eviction) action, unpaid collection, unpaid rental judgements, or negative rental trade accounts on the credit bureau report may result in denial.
- Any past negative credit accounts on the credit bureau report will be reviewed and evaluated and taken into consideration with the applicant's current economic situation.
- Any open bankruptcy will result in denial.

**INABILITY TO MEET ANY OF THE ABOVE CRITERIA MAY RESULT IN THE FOLLOWING:**

- Denial of application for tenancy.
- Approval of application with the last month rent paid in advance, increased security deposit, requirement for a co-signer, or all of the above stipulations.

**POLICY REGARDING CO-SIGNERS:**

- Co-signers may be considered in the instance of no credit history or no rental history.
- Co-signers may be considered in the instance of a lack of verifiable rental history.
- Any applicant with less than 12 months of verifiable rental history and/or less than 12 months of verifiable employment history may be required to have a qualified co-signer.
- Co-signers must, at the minimum, have an income level that is 5 times the rent, pay \$40.00 Application Fee, fill out an application form, and have no negative credit history or criminal record.
- Co-signers must reside in the State of Washington.
- No landlord is required to consider a co-signer.
- Co-signers must live in and own property in the State of Washington.

### **WHEN YOUR APPLICATION IS APPROVED**

**PAYMENT OF RESERVATION FEE:** Once your application is approved, you will be notified and will be required to pay your reservation fee within 24 hours. Your reservation fee is equal to your security deposit. This fee is used to hold the property for you until you move in. Once your reservation fee is received, the property will be removed from the rental market. Once you move into the home, the reservation fee will become your security deposit. In the event you decide not to move into the property for any reason, this fee is non-refundable.

**TENANT IS RESPONSIBLE FOR SETTING UP UTILITY SERVICES:** Once your application has been approved and your move-in date is scheduled you are responsible for contacting the utility companies to start service in your name on the date your tenancy begins. If you will be living within the Lake Stevens Sewer District and are responsible for the cost of sewer, DO NOT contact them. That bill remains in the owner's name and is sent to our office. You will need to include an extra \$60 per month along with you rent to cover this expense. Please ask your Property Manager for the names of the Utility Companies that you are responsible for contacting if you do not know who they are.

**AT TIME OF MOVE-IN: *Personal checks will not be accepted. Move-in funds must be a cashier's check or money order only.*** Contact your Property Manager to schedule a time to meet with you. At that time you will sign the Rental/Lease Agreement, do the move-in inspection, receive the keys, and pay the remaining move-in funds.

### **IF YOUR APPLICATION IS DENIED**

You will be contacted and given the name and phone number of the screening company used to process your application. IMPACT Property Management **cannot** discuss the results with you. You will need to contact the screening company to find out why your application was not approved. You will be mailed, to the current address on your application, a denial letter stating the reason of denial. If the denial was based on your credit report, you will be entitled to a free copy of your credit report from the credit bureau.

**THIS DISCLOSURE FORM IS FOR YOUR RECORDS**