



Application Processing Instructions

Please Read Carefully!



Thank you for your interest in a REID Property. We hope you will find our professional approach to doing business an enjoyable experience. Please follow these directions carefully and completely. Omitting sections of the application and/or these instructions may delay the processing of your application. **Incomplete applications will not be processed.**

1. Each person over 18 years of age must submit a separate application. A **\$40.00** application processing fee is required for each applicant and/or married couples and **must** accompany each application prior to processing. This fee is used for various application and credit processing costs and is **NON-REFUNDABLE**. Only cash or money orders will be accepted with applications - **no checks**.
2. Applications **must** be complete! Ensure your Social Security Number, Date of Birth, and Driver's License numbers are on the application. Telephone numbers of current and previous landlords as well as employment references must also be included. **Please sign the Bottom of the application.**
3. A copy of your most recent pay stub or L.E.S. **must** accompany your application. Two forms of ID are required prior to the execution of all rental agreements. One of the ID's must have a signature.
4. **Please see reverse side for Reid Property Management's Guidelines and Criteria for tenancy.**

Applications are processed in the order in which they are received. However, properties are not rented on a first-come, first-served basis. All applicants are carefully evaluated to determine a) past rental or property ownership history, b) employment and/or income verification, and c) current and past credit history. Please allow **a minimum of 2 working days** for processing of your application. This time frame will be longer if we do not have return calls from your references. Upon acceptance of your application, we will call and set up an appointment to have you come to our office to sign the lease agreement. You will also be informed at that time the amount of **certified funds** (cashier's check or money order - *no personal checks*) to bring in to cover your first months' rent, security deposit, and/or any other items necessary to complete your lease.

5. **Tenants will be required to obtain Renters Insurance. Proof of renters insurance will be required at the time of Lease Signing.**

Our Administrative Offices are open Monday through Friday, 9:00 a.m. to 5:00 p.m. There is a night drop for your convenience when dropping off applications after-hours.

**9564 SILVERDALE WAY #200
P.O. BOX 3823
SILVERDALE, WA 98383**

**OFFICE PHONE: 360-698-4026
FAX: 360-698-3584
URL: www.reidpm.com**

REID Property Management, LLC does business in accordance with the Fair Housing Amendments Act of 1988. It is illegal to discriminate against any person because of Race, Religion, Color, Sex, Handicap, Familial Status, or National Origin as well as Marital Status, Sensory, Physical or Mental Disability, the Use of Trained Guide Dogs and or those infected or perceived to be infected with HIV per the Washington State Law. Violations of this Act should be reported to the Washington State Human Rights Commission at (206) 442-4307 or contact your local Housing Department.

REID PROPERTY MANAGEMENT

Criteria for Renting a Home

There are three basic categories that we use to determine an acceptable tenant for a property. We do not use a first come first serve basis. Each applicant must meet all three criteria.

Income Verification

The applicant's income should be greater than or equal to 3-times the monthly rental rate. This may be adjusted with the following conditions:

- Length of Employment.
- Job Stability- Continued future employment with the company
- Years in Industry-Has applicant recently switched careers.

Credit History

The applicant must pass the credit requirements. We look to see whether there is a possibility of a future problem. Things we look for are:

- Credit Rating.
- Payment history- Current status is preferred. Collections on utilities are a RED flag.
- Bankruptcy-Length of time since filing and status of accounts after that time are reviewed.
- Judgements/Unlawful detainers- Any Unlawful Detainer is an automatic disqualification.

Past Residency

We review applicant's current residence, as well as their previous (minimum 3 years). The following are questions that would be asked of Landlords:

- Do you pay on time?
- Number of late pays? Frequent late pays will disqualify an applicant.
- Any 3 Day Notices Served? 3 days /Evictions will disqualify an applicant
- Was proper notice given to vacate?
- Any complaints? Frequency?
- Was deposit refunded?
- Would they re-rent to applicant? A No response will disqualify an applicant depending on reason
- Any pets? Type and number? Behavior of pets?



APPLICATION TO RENT

(A separate application is required for each person over the age of 18)



APPLYING FOR: _____ **PREFERRED MOVE IN DATE:** _____

NAME: _____
Last First Middle Daytime Phone Social Security # Date of Birth

CO-APPLICANT/SPOUSE: _____
Last First Middle Daytime Phone Social Security # Date of Birth

LIST ALL PROPOSED OCCUPANTS:

Full Name	Date of Birth	Relationship

PETS: _____ Name/breed _____

RESIDENCE: History for the past 3 years:

CURRENT: _____
Street Address Apt.# City State Zip

From _____ to _____ Amount paid monthly \$ _____
Month/Year Month/Year Reason for Leaving

Landlord/Mortgage Co.: Full Name: _____ Phone: _____

PRIOR ADDRESS: _____
Street Address Apt.# City State Zip

From _____ to _____ Amount paid monthly \$ _____
Month/Year Month/Year Reason for Leaving

Landlord/Mortgage Co.: Full Name: _____ Phone: _____

PRIOR ADDRESS: _____
Street Address Apt.# City State Zip

From _____ to _____ Amount paid monthly \$ _____
Month/Year Month/Year Reason for Leaving

Landlord/Mortgage Co.: Full Name: _____ Phone: _____

EMPLOYMENT: Status: Full time Student Retired Unemployed

CURRENT: Full Name: _____ Phone: _____

Street Address City State Zip Supervisor Name & Position

From _____ to _____ Gross Monthly Salary \$ _____ Position _____
Month/Year Month/Year

Prior Employer: Full Name: _____ Phone: _____

Street Address City State Zip Supervisor Name & Position

From _____ to _____ Gross Monthly Salary \$ _____ Position _____
Month/Year Month/Year

CO-APPLICANT EMPLOYER: Status: Full Time Student Retired Unemployed

CURRENT: Full Name: _____ Phone: _____

Street Address _____ City _____ State _____ Zip _____ Supervisor Name & Position _____

From _____ to _____ Gross Monthly Salary \$ _____ Position _____
Month/Year Month/Year

Prior Employer: Full Name: _____ Phone: _____

Street Address _____ City _____ State _____ Zip _____ Supervisor Name & Position _____

From _____ to _____ Gross Monthly Salary \$ _____ Position _____
Month/Year Month/Year

BANKING:

CHECKING: Bank: _____ Account # _____

Phone: _____

Street Address _____ City _____ State _____ Zip _____

SAVINGS: Bank: _____ Account # _____

Phone: _____

Street Address _____ City _____ State _____ Zip _____

IN CASE OF EMERGENCY FAMILY REFERENCE:

Full Name _____ **Phone:** _____

Street Address _____ City _____ State _____ Zip _____ Relationship _____

NON FAMILY REFERENCE:

Full Name _____ **Phone:** _____

Street Address _____ City _____ State _____ Zip _____ Relationship _____

LIST ALL VEHICLES TO BE PARKED ON THE PREMISES

Make _____ Model _____ Year _____ License Number _____

Drivers License # _____ Co-App. License # _____

Have you ever been delinquent in payment of rent or any other financial obligation? Yes/No

If yes, please explain _____

Have you ever been a defendant in an unlawful detainer (Eviction) lawsuit? Yes/ No

If yes, please explain _____

Have you ever been convicted of a felony? Yes/No

Explain _____

The information on this application is true and correct to the best of my knowledge. I hereby authorize the person to whom this application is delivered or to their agents to verify the above information and to obtain a consumer and/or investigative credit report. I understand that the fee for verifying this application is not a deposit or rent and will not be applied to rent or refunded even if this application is declined.

Signature: _____ **Date:** _____

Co-App. Signature: _____ **Date:** _____

REID PROPERTY MANAGEMENT

Criteria for A Co-Signer

There are three basic categories that we use to determine an acceptable tenant for a property. We do not use a first come first serve basis. Each applicant must meet all three criteria.

Income Verification

The co-signer's income should be greater than or equal to 4-times the monthly rental rate. Each owner may be willing to adjust qualifications if the following conditions go above expectations:

- Length of Employment.
- Job Stability- Continued future employment with the company
- Years in Industry-Has co-signer recently switched careers.
- Debt to income ratio

Credit History

The co-signer must pass the credit requirements. We look to see whether there is a possibility of a future problem. Things we look for are:

- Credit Rating.
- Payment history- Current status is preferred. Collections on utilities are a RED flag.
- Bankruptcy-Length of time since filing and status of accounts after that time are reviewed.
- Judgments/Unlawful detainers- Any Unlawful Detainer is an automatic disqualification.

Past Residency

We review applicant's current residence, as well as their previous (minimum 3 years). The following are questions that would be asked of Landlords:

- Do you pay on time?
- Number of late pays? Frequent late pays will disqualify an applicant.
- Any 3 Day Notices Served? 3 days /Evictions will disqualify an applicant
- Was proper notice given to vacate?
- Any complaints? Frequency?
- Was deposit refunded?
- Would they re-rent to applicant? A No response will disqualify an applicant depending on reason
- Any pets? Type and number? Behavior of pets?