



330 E. 1st Street Suite 1 · Port Angeles, WA 98362
Ph. (360) 452-1326 · Fax: (360) 457-3212
www.portangeleslandmark.com

RESIDENTIAL RENTAL CRITERIA

REQUIREMENTS

- * Fully completed application with a non-refundable fee of \$43 for each applicant. **Payable either by credit/debit card or money order to MOCO Inc.**
- * Multiple applicants are accepted or denied as a unit.
- * All residents over 18 years of age must be screened and approved in order to reside on the premises.
- * Income at least 3 times the rent and verifiable.
- * Pay minimum of first month's rent and deposit in advance of move-in.
- * Furnish good rental references from previous landlords/owners or provide other acceptable references.
- * Good credit standing. Credit will be looked at on an individual basis. Reports with on-going credit problems will be rejected.
- * Premises used for living purposes only.
- * Valid photo ID of each applicant.

DISQUALIFIERS:

- * History of property destruction. (However, if history is older than 3 years and can provide proof of payment in full, a higher deposit may be accepted to qualify.)
- * Debt owed to previous landlords/owners.
- * Prior evictions.
- * Exceed HUD occupancy standards.
- * Violent crimes against another or property damage.
- * Falsifying information.
- * Incomplete application.
- * History of rodent & bug infestation or damage related to it could be a disqualifier.

OTHER:

- * Pets allowed at manager's discretion.
- * Screened and qualified co-signers may be accepted in some cases. Co-signer screenings cost \$16.50
- * All properties are "no smoking" inside units.
- * Proof of Renters Insurance with Properties by Landmark, INC. listed as an "additional interest" on the policy. (Personal Liability Limit minimum \$300,000 and Medical minimum \$5,000)

NOTE:

- * Return the completed application (**with payment to MOCO, Inc.**) to:

Properties by Landmark, Inc.

330 East 1st St. Suite 1, Port Angeles, WA 98362

Or **fax to (360) 457-3212** along with a copy of photo ID, agency disclosure signature page and credit card authorization for screening fee.

SUBMISSION CHECKLIST

_____ Completed application with signature
_____ Agency Disclosure signature page
_____ Screening payment
_____ Photo ID

Disclosure: If you have interest in knowing the location of sex offenders in relation to a rental property of interest, it is your responsibility and not the management company to do the research. This information can be obtained from local law enforcement agencies.

(rev 3/2018)



APPLICATION TO RENT

MANAGERS – Visual Proof of Drivers License or State I.D.: Yes No **I.D. Checked by:** _____

Each adult over the age of 18 must complete a separate application.

	Management Company	Management Co. Contact	Management Co. Tel #	Advertising Source
Client #: 51-15400	Properties By Landmark (Port Angeles, WA)		360.452.1326	

COMPREHENSIVE **CREDIT**

Move-in Date _____ Rent \$ _____ Cosigner Section 8

Applicant Roommate w/ _____

APPLICANT INFORMATION

(LEGAL) Last Name			First	Middle	Soc. Sec. #			Date of Birth					
Other Names Used			Drivers License #/State			Email Address			Contact Phone Number				
Other Persons to Occupy Rental:	1	Full Name			Relationship	DOB		3	Full Name			Relationship	DOB
	2	Full Name			Relationship	DOB		4	Full Name			Relationship	DOB
Animal(s) to occupy unit: Attach separate sheet if needed	1	Name		Type	Weight		2	Name		Type	Weight		

RESIDENCE HISTORY

Present Address				City	State	Zip	From _____ To _____			Monthly Pmt \$	
Landlord Name <input type="checkbox"/> Mortgage Co <input type="checkbox"/> Apartment Community <input type="checkbox"/> Relative/Friend <input type="checkbox"/> Employer/Corp Housing <input type="checkbox"/> Independent Landlord							Landlord Daytime Phone:		Landlord Evening Phone:		<input type="checkbox"/> Own <input type="checkbox"/> Rent
Previous Address				City	State	Zip	From _____ To _____			Monthly Pmt \$	
Landlord Name <input type="checkbox"/> Mortgage Co <input type="checkbox"/> Apartment Community <input type="checkbox"/> Relative/Friend <input type="checkbox"/> Employer/Corp Housing <input type="checkbox"/> Independent Landlord							Landlord Daytime Phone:		Landlord Evening Phone:		<input type="checkbox"/> Own <input type="checkbox"/> Rent

EMPLOYMENT HISTORY

Current Employer			Monthly Salary \$	Supervisor's Name		How long? _____ Yrs _____ Mos		
Address			City	State	Zip	Phone		Occupation/Department
<input type="checkbox"/> Previous Employer <input type="checkbox"/> 2 nd job			Monthly Salary \$	Supervisor's Name		How long? _____ Yrs _____ Mos		
Address			City	State	Zip	Phone		Occupation/Department

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 hereunder

Amount \$ _____ per _____ Source _____

Amount \$ _____ per _____ Source _____

Applicant Initials _____

APPLICATION TO RENT

APPLICANT INFORMATION – Page 2

(LEGAL) Last Name _____ First _____ Middle _____

VEHICLE INFORMATION

Auto #1	Year	Make	Model	License State	License Number
Auto #2	Year	Make	Model	License State	License Number

EMERGENCY INFORMATION

Nearest Relative	Relationship	Address	City	State	Zip	Phone ()
Emergency Contact	Relationship	Address	City	State	Zip	Phone ()
Personal Reference	Relationship	Address	City	State	Zip	Phone ()

CRIMINAL & EVICTION HISTORY

Have you entered into a plea of guilty or no contest, or otherwise been convicted of a criminal offense, for which you were released from incarceration, probation or parole in the past seven (7) years?* Yes No

IF YES, please list the date, city, state and type of all convictions:

Attach separate sheet if necessary.

Are you or anyone that will be residing in the rental unit required to register as a sex offender? Yes No

Have you been asked to vacate by a current/previous landlord? Yes No

IF YES: APT NAME: _____ CITY _____ STATE _____

*Please note that a criminal conviction does not necessarily disqualify you for residency. Refer to the applicable rental criteria for more information.

In compliance with state and federal consumer reporting law, you are hereby advised that a screening will be conducted regarding the information contained in this application. The report may contain information regarding your credit-worthiness, character, general reputation, personal characteristics and mode of living. By signing this application, you authorize Moco, Inc., whose address is PO Box 2826, Seattle, WA 98111, and whose telephone number is (800) 814-8213, to conduct the screening and to release information obtained to landlord and landlord's agents. If the application is denied or approved conditionally based upon information contained in the report, you may request and obtain a copy of the report. You have the right to dispute the accuracy of information contained in the report. You may have additional rights under both state and federal law.

TERMS & CONDITIONS

I certify that to the best of my knowledge all statements are true and complete. False, fraudulent or misleading information may be grounds for denial of tenancy or subsequent eviction.

Non-Refundable Processing Fee \$ _____ Check/Money Order # _____

Applicant understands that he/she acquires no rights in an apartment until a holding deposit in the amount of \$ _____ has been paid. Applicant requests landlord to hold Unit _____ for applicant while the screening process is completed. If this application is not accepted, the holding deposit will be refunded. If the application is accepted and applicant chooses not to occupy the unit being held, applicant forfeits the holding deposit and no portion of it shall be refunded.

Signed _____
Applicant

Dated _____

I am aware that an incomplete application causes a delay in processing and may result in denial of tenancy.

Signed _____
Landlord

Position _____

Dated _____





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Washington State law requires real estate brokers to disclose to all parties to whom the broker renders real estate brokerage services whether the broker represents the seller (or lessor), the buyer (lessee), both the seller/lessor and buyer/lessee or neither.

I have read the attached Law of Real Estate Agency and understand that all agents at Properties by Landmark, Inc. are agents of the property owner and are obligated to uphold the Real Estate Law.

Applicant's Signature

Printed Name

Date

I have read and understand the rental criteria of Properties by Landmark, Inc.

Applicant's Signature

Printed Name

Date