

The Huntington



# APPLICATION FOR RENTAL

## The Huntington



Notice: All adult applicants (18 years or older) must complete a separate application for rental.

APARTMENT	RENT	START DATE	AGENT	
<b>APPLICANT INFORMATION</b>				
LAST NAME	FIRST NAME	M.I.	SSN	DRIVER'S LICENSE #
BIRTH DATE	HOME PHONE ( )	WORK PHONE ( )	EMAIL	
<b>CURRENT ADDRESS</b>				
STREET ADDRESS		CITY	STATE	ZIP
DATE IN	DATE OUT	LANDLORD NAME	LANDLORD PHONE ( )	
MONTHLY RENT \$	REASON FOR LEAVING			
<b>PREVIOUS ADDRESS</b>				
STREET ADDRESS		CITY	STATE	ZIP
DATE IN	DATE OUT	LANDLORD NAME	LANDLORD PHONE ( )	
MONTHLY RENT \$	REASON FOR LEAVING			
<b>OTHER OCCUPANTS</b>				
LIST NAMES AND BIRTH DATES OF ALL ADDITIONAL OCCUPANTS 18 YEARS OR OLDER				
LIST NAMES AND BIRTH DATES OF ALL DEPENDANTS 18 YEARS OR YOUNGER				
<b>PETS</b>				
PETS?	DESCRIBE			
<b>EMPLOYMENT &amp; INCOME INFORMATION</b>				
1. OCCUPATION		EMPLOYER/COMPANY		MONTHLY SALARY \$
SUPERVISOR NAME		SUPERVISOR PHONE ( )	START DATE	END DATE
2. OCCUPATION		EMPLOYER/COMPANY		MONTHLY SALARY \$
SUPERVISOR NAME		SUPERVISOR PHONE ( )	START DATE	END DATE
1. OTHER INCOME DESCRIPTION				MONTHLY INCOME \$
2. OTHER INCOME DESCRIPTION				MONTHLY INCOME \$
<b>EMERGENCY CONTACT</b>				
1. NAME	ADDRESS	PHONE ( )	RELATIONSHIP	
2. NAME	ADDRESS	PHONE ( )	RELATIONSHIP	
<b>PERSONAL REFERENCES</b>				
1. NAME	ADDRESS	PHONE ( )	RELATIONSHIP	
2. NAME	ADDRESS	PHONE ( )	RELATIONSHIP	

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BACKGROUND INFORMATION		
HAVE YOU EVER:	Filed for bankruptcy?	Willfully or intentionally refused to pay rent when due?
	Been evicted from a tenancy or left owing money? If yes, please provide Property Name, City, State, and Landlord Name. <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Been convicted of a crime? If yes, please provide Type of Offense, County, and State. <input type="checkbox"/> Yes <input type="checkbox"/> No	
VEHICLE INFORMATION		
1. MAKE & MODEL	YEAR	LICENSE NO. & STATE
2. MAKE & MODEL	YEAR	LICENSE NO. & STATE
OTHER VEHICLES		
OTHER INFORMATION		
HOW DID YOU HEAR ABOUT THIS PROPERTY?		
PLEASE INCLUDE ANY OTHER INFORMATION YOU BELIEVE WOULD HELP TO EVALUATE THIS APPLICATION		
I hereby apply to lease the above described premises for the term and upon the conditions above set forth and agree that the rental is to be payable the 1st day of each month in advance. I warrant that all statements above set forth are true.		
I hereby give my permission to communicate with my current and former landlord or property manager for the purpose of discussing any and all of the facts and circumstances of my current or former tenancy, as well as the other information listed above. I also give my permission to communicate with my current employer(s) and/or supervisor(s) for the purpose of verifying the employment information listed above. I understand there are no limitations or restrictions regarding what may be discussed or revealed. I am aware that a credit history, eviction search and criminal background check will be done in conjunction with my application. I understand that I may have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.		
_____ (Signed/Applicant)		_____ Date

BILLING INFORMATION FOR APPLICATION FEE			
CARD TYPE			
<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS			
NAME ON CARD	CARD NUMBER	EXPIRATION DATE	
		/	
BILLING ADDRESS	CITY	STATE	ZIP CODE
My signature below authorizes ON-SITE MANAGER, INC. (OSM), a credit screening company, to conduct a background check, including obtaining a consumer credit report. I understand that OSM will charge the above credit card for this service \$42.00 per applicant. I agree to pay for this charge according to the terms of my CardHolder Agreement.			
_____ (Card Holder)		_____ Date	



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## RELEASE OF INFORMATION

I, \_\_\_\_\_, represent that I am applying to rent a residential premises from The Huntington.

It is important that my prospective landlord or property manager be provided with information regarding my tenancy with current or former landlord or property managers, credit history, employment history, and any criminal records. On-Site Manager, Inc. will be providing said information.

I, the above named, give On-Site Manager, Inc. and The Huntington permission to communicate with my current and former landlord or property manager for the purpose of discussing any and all of the facts and circumstances of my current or former tenancy, as well as the other information listed on my application. There are no limitations or restrictions regarding what may be discussed or revealed to The Huntington and On-Site Manager, Inc. I also give my permission to communicate with my current employer(s) and/or supervisor(s) for the purpose of verifying the employment information listed on my application. I am aware that a credit history, eviction search and/or criminal background check will be done in conjunction with my application.

I hereby hold The Huntington and On-Site Manager, Inc. free and harmless of any liability for providing written or verbal information and/or discussing the quality of my tenancy with current and former landlords property managers, supervisors, or employers.

I understand that I may have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.

\_\_\_\_\_  
(Signed/Applicant)

\_\_\_\_\_  
Date

**Dear Huntington Residents:**

**We appreciate your cooperation in adhering to our occupancy and guests policy.**

**Immediately upon occupancy, or as soon thereafter you must notify the Resident Manager of occupancy by any person(s) other than those listed on the rental application.**

**The occupancy policy is based on the number of bedrooms in a unit. A bedroom is defined as a space within a premise that is primarily used for sleeping, with at least one window and a closet space for clothing. Two persons are allowed per bedroom. An exception to the two persons is that a resident under the age of two will be allowed as a third occupant of a single bedroom. Four persons are allowed in a two bedroom apartment.**

**Overnight guest shall be limited to stays of not more than 14 consecutive days. Thereafter, any guest shall be considered a permanent resident and must complete a rental application. The application must be approved for the guest to remain on the premises. All guests must be accompanied by a resident when using all community facilities (limit two guests per apartment).**

**A resident in a one bedroom apartment that has more than one guest staying over 14 days will be required to transfer to a two bedroom apartment. A transfer fee of \$75.00 will be charged. A reduced move-in fee will be charged at move-in, providing your present apartment is in good condition.**

**These are terms you agreed to on your application and lease upon move-in.**

**Acknowledged \_\_\_\_\_**

**Date \_\_\_\_\_**



## CRITERIA FOR RESIDENCY RESIDENT SCREENING AND SELECTION PROCESS

### I. OCCUPANCY POLICY

1. Occupancy is based on the number of bedrooms in a unit. A bedroom is defined as a space within a premise that is primarily used for sleeping, with at least one window and a closet space for clothing.
2. Two persons are allowed per bedroom.
3. An exception to the two persons is that a person under the age of two will be allowed as a third occupant of a single bedroom. If at lease renewal the occupancy has been exceeded the lease will not be renewed.

### II. APPLICATION PROCESS

1. Select a rental unit.
2. Complete the designated application.
3. Pay non-refundable screening fee of **\$42.00**. (The screening fee is the cost for ordering a residential screening report. Screening entails verification that individual applicant meets the requirements contained in the criteria.)
4. Be prepared to wait at least one to two business days for the application verification process.
5. If the application is approved and the available unit is selected, applicant(s) will be required to:
  - a. Pay a non-refundable reservation fee to reserve an apartment.
  - b. Pay a security deposit and/or move in fee, plus first month's rent.
  - c. Sign a rental agreement in which you will agree to abide by all the rules and regulations.
6. The application fee is non-refundable regardless of whether the application is approved or denied.
7. A copy of a credit or criminal report supplied by an applicant will not be sufficient. Each applicant must be screened through a screening company selected by The Al Angelo Company.

### III. GENERAL REQUIREMENTS

1. Positive picture identification will be required at move in. A social security card may also be necessary during the screening process if the screening results contain missing or contradictory information.
2. A complete and accurate application listing a current and at least one previous rental reference with phone numbers will be required. (Incomplete applications will be returned to the applicant.)
3. Each legal applicant will be required to qualify individually.
4. Primary applicants must be eighteen years of age or older, unless emancipated by the courts.
5. Unfavorable information for any individual will result in the denial of all applications for the household.
6. Applications with incomplete, inaccurate, or falsified information will be denied.

### IV. INCOME REQUIREMENTS

1. A current paycheck stub will be required to verify income. (Verifiable income may mean, but is not limited to: Bank Accounts, Alimony/Child Support, Trust Accounts, Social Security, Welfare, Vouchers, Grants & Loans, and Unemployment Benefits).
2. If applicant does not have verifiable employment with a gross monthly income of a minimum of (3) times the amount of rent and wishes to use another source of verifiable income, the applicant must show proof of funds equal to (3) three times the monthly stated rent for the term of requested lease. (As an example: Rent is \$600 per month. The applicant will be signing a 6 month lease – proof of \$10,800 in liquid funds must be verified.)
3. Self-employed applicants and applicants working for family members will be required to show proof of income through copies of the previous year's tax returns.
4. If gross monthly income is not three (3) times the monthly stated rent for each applicant, the application will be denied.
5. If roommates are applying together, the total combined income must equal (4) four times the monthly stated rent.
6. Applications will be denied if source of income can not be verified.

### V. EMPLOYMENT REQUIREMENTS

1. Current verifiable employment of at least six (6) months will be required. Less than 6 months of regular verifiable income will result in the requirement of the applicant to execute a lease that is month to month (without an additional fee) for six months. Less than 3 months of verifiable income will result in a denial of the application.

2. Self-employed applicants must show required proof of income through a W2 or bank statement or tax returns filed within the last twelve months.
3. Applicant(s) moving from out of state must still show 6 consecutive months of employment in previous state but will be allowed 30 days of interruption of verifiable income (within 60 days of move). An employment offer letter on company letterhead will be considered in the six consecutive months of employment as one month of credit.
4. Where applicable, if applicant is on a housing assistance program such as section 8, maximum allowable security deposit is determined by the housing authority.
5. An application will be denied if you are unemployed and we are unable to verify income that reasonably affirms your ability to pay rent.
6. If applying as roommates or co-leaseholders as long as one approved applicant (that will be on the lease) has shown 6 months of regular verifiable income it will satisfy this requirement for one other applicant.

#### VI. RENTAL REQUIREMENTS

1. One year of positive verifiable rental history from a third party reference will be required within the past two years from the date of application. *We do not accept references for rental history verification from parents, family members or close friends.*
2. Home ownership will be verified through each applicant's credit report. Mortgage payments must be current to reflect positive payment history.
3. Home ownership negotiated through land sales contract must be verified through the contract holder.
4. Eviction free rental history within the past seven years will be required.
5. Rental history reflecting more than \$500 worth of damage (\$750 if on housing assistance program) will be denied (regardless of settled debt).
6. ~~If any sums are currently owed to a current or previous landlord, the application will be denied.~~
7. Rental history demonstrating documented noise or disturbance complaints will result in denial.
8. Rental history demonstrating residency, but not third party rental, will require a \$250 security deposit in addition to standard deposits and/or move in fees.
9. Three (3) or more 72 hour notices within a period of one (1) year will result in denial.
10. Two (2) or more NSF checks within a one (1) year period will result in denial.
11. Negative information provided by a present or former landlord will result in denial (including a notice of non-renewal.)
12. If an applicant has less than (1) one year of positive rental history a \$250 deposit in addition to the standard fees and any other deposits will be required.
13. ~~If applying as roommates or co-leaseholders as long as one approved applicant (that will be on the lease) has one year of positive rental history it will satisfy this requirement for one other applicant.~~

#### VII. CREDIT REQUIREMENTS

1. Outstanding bad debts (i.e.: slow pay, collections, repossessions, liens, judgments, and wage garnishments programs) being reported by the credit bureaus which total more than \$5000 combined debt will result in denial.
2. Outstanding bad debts (i.e.: slow pay, collections, repossessions, liens, judgments, and wage garnishments programs) being reported by the credit bureau which total \$3,000 but not more than \$5,000 will require a \$250 deposit in addition to the standard fees, and any other required deposits. (Excludes outstanding medical debt.)
3. Chapter 7 Bankruptcies listed by the credit bureau will be accepted as long as they have been dismissed or discharged. Bankruptcies will require an additional deposit of \$250 in addition to standard fees and any other deposits for two years after the date of the discharge of the bankruptcy.
4. Chapter 7 Bankruptcies with subsequent negative information will result in denial of the application.
5. Chapter 13 Bankruptcies will be allowed with a one month full deposit in addition to any other fees and deposits.
6. A social security warning of any kind that appears on a credit report will result in the applicant having to provide a copy of a valid social security card.
7. A foreclosure will be allowed with an additional deposit equal to one month of rent in addition to all other fees and deposits. The mortgage must not be currently delinquent for more than \$5000 (unless the foreclosure is listed on the credit report). If the mortgage is delinquent for more than \$5,000 the application will be denied.

### VIII. CRIMINAL CONVICTION

1. Upon receipt of the rental application and screening fee, landlord shall conduct a search of public records to determine whether the proposed tenant has been convicted of any crime. A conviction for any felony, or misdemeanor involving theft, dishonesty, assault, intimidation, sex crimes, providing false information to a police officer, crimes against property such as vandalism, graffiti, vehicle prowling, destruction of property or drug related or weapon charges will result in denial of the application(s).
2. Under circumstances that applicant(s) has a conviction on record from age 18 years or under, it will result in the denial of the application unless it has been removed from the record regardless of how much time has elapsed since the conviction.

### IX. DISABLED ACCESSABILITY

The Al Angelo Company allows existing premises to be modified at the full and complete expense of the disabled person, if the disabled person agrees to restore the premises to the pre-modified condition at their own expense.

The Al Angelo Company requires:

1. The applicant must seek the landlord's written approval before making modifications.
2. Reasonable assurance (in writing) that the work will be performed by a licensed contractor.
3. Reasonable details regarding the extent of the work being done.
4. Names of the qualified contractors doing the work.
5. Appropriate building permits and the required licenses must be made and available for inspection by the landlord.
6. Subsidized Housing is exempt from the above requirements, as The Al Angelo Company is committed to making mandatory changes.

### X. DENIAL POLICY

The Fair Credit Reporting Act gives you the right to dispute the accuracy of any information provided to the landlord by a screening service or credit-reporting agency.

1. If your application has been denied because of information found on your credit report, you may obtain a free copy within 90 days by contacting the credit bureau by phone. Please call On-Site Manager at (877)222-0384 or Equifax (800) 685-1111, Experian (888)397-3742 or TranUnion (800)888-4213.
2. After obtaining your credit report and you find inaccurate information you would need to contact the original person reporting the information and dispute it.
3. If a correction is agreed to be made, it must be submitted in writing to us so that your credit application may be resubmitted and reevaluated for the next available unit.

Be advised:

- Incomplete, inaccurate, or falsified information will be grounds for denial.
- Any applicant that is a current illegal drug abuser or addicted to a controlled substance, or has been convicted by the court of the illegal manufacture and distribution of a controlled substance shall be denied.
- Any individual whose tenancy may cause a direct threat to the health and safety of an individual, or whose tenancy would result in physical damage in the property of others will be denied.
- Any individual whose behavior would hamper the peaceful enjoyment of the community or any other resident will be denied.

If your application has been denied and you feel that you qualify as a resident under the criteria set out above, you should do the following:

Write to: Equal Housing Opportunity Manager  
 The Al Angelo Company  
 404 E.15<sup>th</sup> Street  
 Vancouver, WA 98663

In the letter explain the reasons you believe your application should be approved and request a review of your file. Within seven (7) working days of the receipt of the letter, your application will be reviewed and you will be notified of the outcome of the reviews.