

**RENTAL APPLICATION****Niels G. Nielsen Services, Ltd. Property Management**

930 Adele Ave #C, Bremerton, WA 98312 360-377-4498 ngnservices3@gmail.com

**Application fee \$55 per adult. Please include copy of ID and recent paycheck stubs.**

Date: \_\_\_\_\_ Address of Rental Property: \_\_\_\_\_ Rent Amount: \_\_\_\_\_

Applicant's Complete Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

SS#: \_\_\_\_\_ DL#/State Issued: \_\_\_\_\_

TEL# \_\_\_\_\_ Email Address: \_\_\_\_\_

Other Occupant's Name, Age, and Relationship: \_\_\_\_\_

If any of the above noted applicants are currently married or separated but not living with their spouse, please note yes or no:  Y  N**\*\*Complete every item on application. Incomplete and/or inaccurate information may result in process delay or denial of tenancy. \*\***

<u>CURRENT ADDRESS (Required Entry)</u>	<u>PRIOR ADDRESS (Required Entry)</u>
Street: _____	Street: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
Apt #: _____ Name of Apts: _____	Apt #: _____ Name of Apts: _____
How Long (Mo/Day/Yr) From: _____ To: _____	How Long (Mo/Day/Yr) From: _____ To: _____
Pymts/Rent Paid To: _____ Amt: _____	Pymts/Rent Paid To: _____ Amt: _____
Landlord/Mgmt. Co. _____	Landlord/Mgmt. Co. _____
Address: _____	Address: _____
Tel #: _____ Rent/Own/Lease: _____	Tel #: _____ Rent/Own/Lease: _____
Email: _____	Email: _____

<b>Current Employer:</b> _____	Tel # _____	Supervisor: _____
Dept/Attached to: _____	Occupation: _____	Rank: _____
Hire Date: _____	Monthly Salary: _____	Full Time: _____ Part Time: _____
Address: _____	City: _____	State: _____ Zip: _____
<b>Prior Employer:</b> _____	Tel # _____	Supervisor: _____
Dept/Attached to: _____	Occupation: _____	Rank: _____
Hire Date: _____	Monthly Salary: _____	Full Time: _____ Part Time: _____
Address: _____	City: _____	State: _____ Zip: _____

Additional Income (Interest, Child Support, Etc): \_\_\_\_\_

Bank: \_\_\_\_\_ Account #: \_\_\_\_\_ Branch: \_\_\_\_\_ Tel # \_\_\_\_\_

Pets? YES  NO  If yes, number, size and type(s): \_\_\_\_\_

Disability status and require special accommodations?: \_\_\_\_\_

**HAVE YOU OR ANY HOUSEHOLD MEMBER:**Ever had wages garnished? Yes  No  If yes, when was last time garnished and what did you owe causing garnishment?

(Give debt details): \_\_\_\_\_

Ever been taken to court for owing money? Yes  No 

If yes, to whom did you owe money? (Provide details): Name of company, amount owed, location of courthouse): \_\_\_\_\_

Ever had a judgment filed against you for money owed? Give details: \_\_\_\_\_

Ever been evicted or refused to pay rent? Yes  No  Ever been charged or convicted of a crime? Yes  No 

If "Yes" to any of the above, give details. What is the nature of the offense? What County(ies) and State(s)? \_\_\_\_\_

When?: \_\_\_\_\_

Ever used any other name(s)? Yes  No  If yes, list name(s): \_\_\_\_\_Are you or any other household member a Registered or Unregistered Sex Offender? Yes  No 

What other states have you lived in? \_\_\_\_\_

Ever had bedbugs or any other infestation? Yes  No  If yes, what type of infestation? \_\_\_\_\_Do you or any other household member smoke? Yes  No Have you or any household member ever filed bankruptcy? Yes  No  If yes, when? \_\_\_\_\_

Auto Year/Make/Model? #1 \_\_\_\_\_ #2 \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Address: \_\_\_\_\_ Tel# \_\_\_\_\_

Screening performed by Orca Information Inc. 360-588-1633/ 800-341-0022 FAX: 360-588-1189/800-522-6722

**THE DECISION TO LEASE REMAINS WITH THE PROPERTY MANAGER**

Addendum (A) to Application for Tenancy

LETTER OF AUTHORIZATION

Revised 9/2017

To Whom It May Concern:

In compliance with the Fair Credit Reporting Act, State and Federal laws, this is to inform you and your household members that an investigation involving the statements made on this application for tenancy are being initiated by ORCA Information, Inc., PO Box 277, Anacortes, Washington 98221, 360-588-1633. I certify that to the best of my knowledge all statements are "true and complete". I further authorize ORCA Information, Inc. to obtain Credit Reports, Employment References (including verifying salary), Court Records and Character References, Mode of Living, and Rental References as needed to verify all information put forth on this application and otherwise available regarding all applicants identified on this application.

Furthermore I warrant the accuracy of all information contained on this rental application, including that relating to the other intended occupants of the subject property. I understand and agree that if subsequently a determination is made that I provided false or inaccurate information on the rental application it is a breach of the terms of any rental agreement signed based on that information and Owner and/or his/her agent may take legal action to terminate said Agreement.

In addition, I confirm receipt of the Tenant Selection Policy (per WA State Fair Tenant Screening Act, 2012) from this landlord/property management BEFORE submitting this completed rental application and that I read, and understand my rights as described therein.

I also understand Orca Information's role is to provide background information to landlord/property manager. Orca Information does not make the decision to lease/rent or take any adverse action. Decision to lease/rent remains with the property manager/landlord.

Applicant's Name (please print)

Applicant's Signature

Date of Authorization

Manager's/Assistant Manager's Signature

List All Juvenile Age Occupants 12yrs-17yrs:

Full Legal Name Nickname(s) Date of Birth

Full Legal Name Nickname(s) Date of Birth

Full Legal Name Nickname(s) Date of Birth

## Credit Card Authorization Form For Orca Information, Inc.

I personally or on behalf of another, am paying for a Tenant Screening Report. **I understand and agree that Orca Information, Inc will be processing the Tenant Screening Report on behalf of a landlord, property management company or apartment rental.** I understand the name listed on my credit card monthly statement will be **ORCA INFORMATION**. I understand and agree to pay for this One Time Charge by **ORCA INFORMATION, INC.** for processing a Tenant Screening Report.

I certify I am an authorized user of this credit card.

I promise to not dispute this payment with the credit card company as long as the transaction corresponds to the terms indicated in this form. I agree to pay the total amount according to the card issuer agreement and amount due upon signing.

Card Holder's Name: \_\_\_\_\_

Card Holder's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Card Holder's Phone Number: \_\_\_\_\_

Please Charge \$ \_\_\_\_\_ for this report to my (circle one). There is an additional **\$3.00 processing fee** when paying with credit card.  
**VISA MASTERCARD DISCOVER AMEX**

Card # \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_

Print Name on Card \_\_\_\_\_

Signature of Cardholder \_\_\_\_\_

Card's Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

# NIELS G. NIELSEN SERVICES, Ltd. -PROPERTY MANAGEMENT

930 Adele Ave, STE C; Bremerton, WA 98312-4087 (360) 377-4498 FAX: (360) 479-3963

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## CRITERIA FOR TENANCY

### General Requirements:

1. Positive picture ID is required.
2. Application must be completely filled out and signed.
3. Application fee must be paid prior to processing the rental application. No personal checks will be accepted.
4. Applicant acknowledges and accepts that Niels G. Nielsen Services, Ltd. represents the owner of the property for which the applicant is applying.
5. If pet is allowed, proof of spay or neuter and pet fee is required.

### Rental Requirements:

1. Two years of verifiable residence history.
2. No established rental history will require an additional security deposit equal to one month's rent, or an approved co-signer residing in Washington State.
3. Home ownership will be verified through credit report or tax assessors' office.
4. Four (4) or more 3-Day notices within a 12-month period will result in denial.
5. Two (2) or more NSF checks within a 12 month period will require an additional security deposit equal to one month's rent, and no checks will be accepted.
6. Rental history which shows any unpaid past due rent will result in denial.
7. Any unlawful detainer action or eviction over three (3) years old, which has been paid, can be approved with an additional security deposit equal to one month's rent.
8. Rental history showing property damage of \$50.00 but less than \$500.00 may require an additional security deposit equal to one month's rent, only if the amount has been paid in full.
9. Rental history showing property damage of more than \$500.00 will result in denial.
10. Rental history, which shows disturbance complaints, will be denied.
11. Additional security deposit is required for any instance of unauthorized persons or pets in a unit previously rented by applicant.

### Income Requirements:

1. Monthly income must equal at least three (3) times the monthly rent.
2. If monthly income does not equal at least three (3) times the monthly rent, an additional security deposit equal to one month's rent may be required.
3. If a co-signer is required, their monthly income should equal at least five (5) times the monthly rent. Co-signer must be a resident of Washington State.
4. Current pay check stub is required.
5. Unemployed applicants must provide verifiable income or may pay 3 month's rent at move-in
6. Self-employed applicants will require proof of income from last 2 year's tax returns.

### Credit Requirements:

1. Outstanding bad debts being reported on credit report of more than \$100.00 but less than \$1000.00 will require an additional security deposit equal to one month's rent.
2. Outstanding bad debts being reported on credit report of more than \$1000.00 will result in denial.
3. Excessive collections (6 or more) may result in denial.
4. Outstanding debt to landlord or property management will result in denial.
5. Any applicant with a bankruptcy which has not been discharged will result in denial.
6. After a bankruptcy has been discharged, applicant must show six (6) months of positive credit.

### Automatic Denials

1. Conviction for Manufacture, distribution of a federally controlled substance, or lifetime registered sex offender.
2. Any collection filed by a property management company or landlord will result in denial, unless paid in full which will require additional security deposit equal to one month's rent.
3. Any applicant with unlawful detainer action or eviction within past three (3) years will result in denial.
4. Any current 3-day notice will result in denial.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_