

Rental Application Processing Policy

Dear Prospective Tenant:

Thank you for submitting an application to rent from us and to make one of our properties your next home. Windermere Property Management acts as an agent on behalf of our property owners and does not own any of the properties it manages. Please take a minute to read over the following information so you know how the application & screening process works.

Viewing a Property

Prior to submitting an *Application To Rent*, applicants and/or their representatives are required to physically view both the interior and exterior of the home to determine if the dwelling will meet their personal needs. Properties are rented "as is", unless otherwise mutually agreed in writing prior to submission of the application. Exceptions can be made if you are an out of town applicant and cannot view the property in person.

Applying To Rent

- Each individual eighteen (18) years of age or older and emancipated minors are required to complete an *Application To Rent*, both online submission and printable PDF's are available at www.wrents.com
- The WPM Cover page to be completed and submitted with your *Application To Rent*, both online submission and printable PDF's are available at www.wrents.com
- Copies of ID's are to be submitted to WPM
- Application Fees must be paid before applications will be processed. The Application Fee schedule is as follows:
 - \$33 for each single individual and married couples with different last names.
 - \$38 for married couples with the same last name and copies of ID's
 - \$20 for a co-signer
 - *Please note that Application Fees are increased if paid online through PayPal.*
- Proof of employment and income are required if:
 - You are moving from out of town. A new hire or transfer letter confirming income is required.
 - You own your own business, copies of personal tax or bank statements are required.
 - FasTrak is unable to receive verification from your employer 2 months of recent paystubs is required.
 - You receive State, School or any other Government issued assistance copies of the necessary paperwork is required.

Application Screening

WPM uses an outside screening company called FasTrak to screen all applicants. The process usually takes about 3-4 business days. This includes final review and obtaining owner approval. The screening process may include but not be limited to obtaining, verifying & reviewing the following:

- Source & amount of income
- Current & previous rental history
- Criminal background checks
- Credit report/history and civil records (judgments, liens, bankruptcies, evictions, etc.)

Acceptance or Denial will be based on the overall results of the application. This determination will be made based on the total number of application negatives in the four (4) areas of screening collectively for all applicants. The following is a list of application negatives & automatic disqualifiers:

- Source & Amount of Income Negatives
 - Combined verifiable income of less than three times the monthly rent.
 - Each applicant with less than six months with current employer.

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- Current & Previous Rental History Negatives
 - Late Payments
 - Three-day or ten-day notices served
 - Reports of complaints, additional occupants or unauthorized pets
- Credit Report History & Civil Record Negatives
 - Completed bankruptcy with negative credit history after
 - Completed foreclosure with negative credit history after
 - Unpaid collections, judgments or liens
 - Trade accounts thirty (30) or more days late
 - Charge off accounts
- Disqualifiers-A single occurrence of any of these items will result in the application being denied for tenancy. These items apply to all occupants regardless of age.
 - Any open bankruptcy
 - Unlawful detainer/court ordered eviction)
 - Any felony within the past ten years
 - Occurrence(s) of Domestic Violence
 - Any gang or drug related crime within the past ten years
 - Any sex related crime whether a registered or non-registered sex offender
 - Any false or misleading information on the application or the omission of any material facts.

Approval/Denial

Unconditional Acceptance-Applicants with limited negatives and no disqualifiers may be accepted for tenancy unconditionally. If so, a Holding Deposit and execution of Holding Agreement are due within 3 business days of notification of acceptance.

Conditional Acceptance-Applicants with negatives but no disqualifiers may be accepted for tenancy but required to pay increased or additional deposits and/or provide a co-signor that has excellent credit (no negatives) and owns real property.

Denial of Application-Applications to rent will be denied and the processing stopped when **any** disqualifier is discovered. Additionally an application will be denied when other negatives, in the opinion of the Landlord/Agent, cannot be overcome by conditional requirements. Application fees will not be refunded to applicants who are denied.

What happens if you are approved?

Once approved:

- You will be contacted by WPM either by phone or email regarding your acceptance.
- Your lease signing and move-in inspection will be scheduled for the day that you want to begin moving in.
 - If you are moving in more than 1 week from acceptance a Holding Deposit (equal to the security deposit) and Holding Agreement are due to WPM within 3 business days.
- At the lease signing and move in you will be responsible for paying any remaining deposit due and full or pro-rated rent, depending on your move-in date.

Your application is good for 30 days, and in order to be considered for one of our properties after the 30 days you must submit a new application and pay the necessary application fees.

I have read and understand the application process.

Applicant's Signature & Date

Co-Applicant's Signature & Date

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Windermere
Property Management

Name(s) _____

I/We were referred to Windermere by _____

Unit you are applying for _____

Have you viewed this property in person? _____ Yes _____ No _____ Have an Appt.

How did you hear about this property/unit (*circle one-preferably the first place you saw it*)

Wrents.com Craigslist Rent List in the office Sign/Drove By Newspaper

Showing Agent suggestion Called office for Inventory Other _____

Second choice (not required) _____

Have you viewed this property in person? _____ Yes _____ No _____ Have an Appt.

How did you hear about this property/unit (*circle one-preferably the first place you saw it*)

Wrents.com Craigslist Rent List in the office Sign/Drove By Newspaper

Showing Agent suggestion Called office for Inventory Other _____

Move in date preferred _____

Approval is based on a 12-month lease. If you prefer anything more or less please specify and we will contact the owner prior to submitting your application.

-Lease term requested _____

(Windermere & Owner reserve the right to approve a tenant on a shorter term depending on credit and rental history, even if applicant wishes to have a 12 month lease)

Have you given notice to your current Landlord? YES NO N/A

Do you plan to have any pets in the unit? YES NO

If so, please list each type, breed & size _____

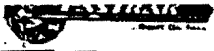
If there is any other information you'd like to provided us that you might be concerned about please do so here:

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APPLICATION TO RENT

Type of Report: _____

1-866-582-6709 phone

Property Information	Property Name: _____ Requested By: _____ Move in Date: ____/____/____
	Property Code/Address: _____ Unit#: _____ Rent Amnt: _____ Move in Amnt: _____

Personal Information: Incomplete or false information may be grounds for denial of tenancy. Proof of identity may be required.

Applicant Name: _____ Middle: _____ Last: _____
 Soc. Sec. #: _____ Birthdate: ____/____/____ Other Names Used: _____
 Driver's License #: _____ Address on License: _____ State: _____ Exp. Date: _____
 Veh. License Plate: _____ Year: _____ Model: _____ Make: _____ | How many pets? _____ Type(s): _____
 Cellular Phone #: (____) _____ Day Ph #: (____) _____ E-Mail Address: _____
 Bank Name: _____ Checking #: _____ Saving #: _____ Automated Ph. #: (____) _____
 Emergency Name: _____ Relationship: _____ Phone: (____) _____ Address: _____

Co-App Personal Information: Incomplete or false information may be grounds for denial of tenancy. Proof of identity may be required.

Co-Applicant Name: _____ Middle: _____ Last: _____
 Soc. Sec. #: _____ Birthdate: ____/____/____ Other Names Used: _____
 Driver's License #: _____ Address on License: _____ State: _____ Exp. Date: _____
 Veh. License Plate: _____ Year: _____ Model: _____ Make: _____ | How many pets? _____ Type(s): _____
 Cellular Phone #: (____) _____ Day Ph #: (____) _____ E-Mail Address: _____
 Bank Name: _____ Checking #: _____ Saving #: _____ Automated Ph. #: (____) _____
 Emergency Name: _____ Relationship: _____ Phone: (____) _____ Address: _____

OWN RENT LEASE (circle one) Current Rental Information: Incomplete or false information may be grounds for denial of tenancy.

Current Street Address: _____ Unit#: _____ Phone: (____) _____ City: _____ State: _____ Zip: _____
 Move In: _____ Move Out: _____ Rent Amnt: _____ Landlord Phone: (____) _____ Landlord/Apt: _____
 Applicant Reason For Leaving: _____
 Co-App. Address: _____ Unit#: _____ Phone: (____) _____ City: _____ State: _____ Zip: _____
 Move In: _____ Move Out: _____ Rent Amnt: _____ Landlord Phone: (____) _____ Landlord/Apt: _____
 Co-App. Reason For Leaving: _____

OWN RENT LEASE (circle one) Previous Rental Information: Incomplete or false information may be grounds for denial of tenancy.

Prev. Address: _____ Unit#: _____ City: _____ State: _____ Zip: _____ Reason Left: _____
 Move In: _____ Move Out: _____ Rent Amnt: _____ Landlord Phone: (____) _____ Landlord/Apt: _____
 Co-App. Prev. Address: _____ Unit#: _____ City: _____ State: _____ Zip: _____ Reason Left: _____
 Move In: _____ Move Out: _____ Rent Amnt: _____ Landlord Phone: (____) _____ Landlord/Apt: _____



Employment Information: Proof of pay stubs, tax returns and/or letter of hire may be required. Co-applicant income is NOT additional income.

Current Employer: _____ Full time/Part time: _____ Hire date _____ Term date _____ Rate of Pay: _____
 Position: _____ Phone: (____) _____ Address: _____ City: _____ State: _____ Zip: _____
 Previous Employer: _____ Full time/Part time: _____ Hire date _____ Term date _____ Rate of Pay: _____
 Position: _____ Phone: (____) _____ Address: _____ City: _____ State: _____ Zip: _____
 Additional Income Source(s): _____ Amount(s): _____ Phone: (____) _____
 Co-App. Employer: _____ Full time/Part time: _____ Hire date _____ Term date _____ Rate of Pay: _____
 Position: _____ Phone: (____) _____ Address: _____ City: _____ State: _____ Zip: _____
 Co-App Prev. Employer: _____ Full time/Part time: _____ Hire date _____ Term date _____ Rate of Pay: _____
 Position: _____ Phone: (____) _____ Address: _____ City: _____ State: _____ Zip: _____
 Additional Income Source(s): _____ Amount(s): _____ Phone: (____) _____

List all persons to occupy the property applied for: Please include children

Name: _____ Relationship: _____ Age: _____ Name: _____ Relationship: _____ Age: _____
 Name: _____ Relationship: _____ Age: _____ Name: _____ Relationship: _____ Age: _____

Other Information: If additional information can be offered please use a separate sheet of paper. Please Circle Yes or No

Has the applicant or co-app. filed bankruptcy? Applicant: Yes or No Co-App: Yes or No Date of Discharge: _____
 Has applicant or co-app. been charged with a misdemeanor or felony offense? Applicant: Yes or No Co-App: Yes or No
 Offense type: _____ Offense: _____ Date: _____ City: _____ State: _____ County: _____
 Has applicant or co-app. been evicted or left an apartment/landlord owing money? Applicant: Yes or No Co-App: Yes or No
 Date Evicted: _____ Apartment/Landlord Name: _____ Phone: _____ Dates of Residency: _____
 Address Evicted From: _____ Unit#: _____ City: _____ State: _____ County: _____

I understand there will be a Non-Refundable Screening Fee in the amount of \$ _____.
 I understand I acquire no rights to a rental unit until I sign a rental agreement. I understand that upon signing this application a consumer investigation regarding all statements made on this application will be initiated.
 I understand I have the right to dispute the accuracy of information reported and upon written request, the right to a complete and accurate disclosure of the nature and scope of the investigation and/or a written summary of my rights under the FCRA. I certify that all statements made on this application are true and correct to the best of my knowledge. I am aware that false, misleading or incomplete information may result in a denial of tenancy or subsequent eviction. I authorize Owner/Landlord/Agent to make or request from an outside agency inquiries to any credit reporting mediums concerning my credit history. I further authorize Owner/Landlord/Agent to conduct or request from an outside agency a consumer investigation with regard to rental history, employment history, banking, conduct of character, mode of living, criminal charges, evictions, and any other information deemed necessary.

Applicant Signature

Date

Co-Applicant Signature

Date