



A Message To Our Applicants

Rental Application: Complete and sign the attached Rental application. The application must be complete or will automatically be rejected. This must be accompanied by your application fee of \$45 per adult. Any occupant 18 years and older must fill out an application. Please make sure to include the property address and the agent’s name. T-Square Properties does not accept comprehensive, reusable screening reports.

On-Line Application: Please find our on-line application: <https://tsquareproperties.quickleasepro.com>

Credit Card Authorization: Please use the attached form (faxed copy is ok) for the application fee.

Holding Deposit Agreement: Use the attached form if you would like to have us remove the property from the market once your application has been approved. This must be accompanied by a check to T-Square Properties for an amount equal to ½ month’s rent.

- One applicant per application and signature page. All occupants over 18 years of age must fill out an application.
- Fill out all the questions on the application. Do not leave any blanks.
- Make sure you have listed correct daytime phone numbers for yourself, your landlords (current & previous) and your employer.
- Sign the application. Without a signature, we will be unable to process your application.
- Social Security Number has been provided on the application
- Photocopy of Driver’s License and/or valid ID provided
- Proof of income documents: current check stub with year to date earnings listed OR New-Hire letter OR Last 2 years of Tax Returns (self-employed)

FAX: T-Square Properties
(425) 275-4065

-OR- DELIVER: T-Square Properties
19125 North Creek Parkway, #208
Bothell, WA 98011
(425) 485-1800

Please use this page as your fax cover page

Date:	
Agent:	
Application Fee:	\$45.00 per Adult
Property Address:	
Tentative Move in Date:	
Monthly Rental Rate:	\$
Refundable Security Deposit:	\$
Additional Refundable Deposit	\$
Non-Refundable Fee:	\$



Residential Rental Application - EACH ADULT MUST FILL OUT SEPARATE APPLICATIONS

Complete every item on application. Incomplete and or inaccurate information may result in process delay or denial of Tenancy.

Today's Date: _____ Agent: _____ Rental Rate: \$ _____ Desired Move-in Date: _____

Rental Property Address: _____ Unit # _____ City/State/Zip _____

Applicant's Complete Name: _____ Maiden/AKA Name _____

Birth Date: _____ Driver's License Number and State ID: _____

Email Address: _____ Social Security Number: _____

Phone Number: _____ Alternate Phone # _____

CURRENT ADDRESS and LANDLORD

Street Address _____ Unit # _____

City _____ State _____ Zip _____

Dates of Residency: from _____ to _____

Rent or Mortgage Amount per month \$ _____

Landlord / Management Co. _____

Phone # _____ Fax # _____

Street Address _____

City _____ State _____ Zip _____

Why are you moving? _____

PREVIOUS ADDRESS and LANDLORD

Street Address _____ Unit # _____

City _____ State _____ Zip _____

Dates of Residency: from _____ to _____

Rent or Mortgage Amount per month \$ _____

Landlord / Management Co. _____

Phone # _____ Fax # _____

Street Address _____

City _____ State _____ Zip _____

Why did you move? _____

APPLICANT EMPLOYMENT INFORMATION

Current Employer Name: _____ Tel# _____ Occupation _____

Gross Monthly Income \$ _____ Date Hired _____ Supervisor _____

Street Address _____ City _____ State _____ Zip Code _____

Previous Employer Name: _____ Tel# _____ Occupation _____

Gross Monthly Income \$ _____ Date Hired _____ Supervisor _____

Street Address _____ City _____ State _____ Zip Code _____

Additional Income: _____

ADDITIONAL INFORMATION:

Do you have any pets? Yes ___ No ___ If yes list how many, type(s) and breed(s). _____

Have you ever filed for bankruptcy? Yes ___ No ___ If yes, when? _____

Have you or any other prospective occupant ever been evicted or refused to pay rent (s)? Yes _____ No _____

If yes, please explain when, where and why: _____

Have you 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 _____

Are you or any other household member currently using illegal drugs? Yes _____ No _____ Are you a smoker? Yes _____ No _____

List other persons to occupy unit:

Name _____ Relationship _____
Name _____ Relationship _____
Name _____ Relationship _____
Name _____ Relationship _____

List all vehicles that will be on the property:

Make & Model _____ Year: _____ License Plate # _____ State: _____
Make & Model _____ Year: _____ License Plate # _____ State: _____
Make & Model _____ Year: _____ License Plate # _____ State: _____
Make & Model _____ Year: _____ License Plate # _____ State: _____

Local Contact: _____ Address: _____ Phone: _____
Nearest Relative: _____ Address: _____ Phone: _____
Emergency Contact: _____ Address: _____ Phone: _____

In compliance with the Fair Credit Reporting Act, State and Federal laws, this is to inform you that an investigation involving the statements made on this application for tenancy is being initiated by Landlord Solutions, Inc. This investigation may involve obtaining information regarding your character, general reputation, and credit, mode of living and criminal background. You have the right to dispute the information reported. If this application is denied because of credit history, you may obtain a copy of your credit report from the credit reporting agency. However, the landlord is forbidden by law from giving you certain information about your credit report; this may be obtained only from the following credit bureau or tenant screening agency: Landlord Solutions, Inc. 253-396-0010.

The Landlord or his or her Agent, T-Square Properties, has my permission to release information found in screening for any lawful purpose associated with tenancy of the premises. I authorize T-Square Properties or their assigned screening company to obtain credit reports, character information, verification of rental history, employment history and salary, bank information, public records and personal reference as necessary to verify all information set forth in this application.

The landlord or his agent will conduct this review of your Application to Rent. You must pay a NON-REFUNDABLE tenant-screening fee of **\$45.00 per applicant**. The landlord's costs may include costs incurred for a credit or other screening report, long distance telephone calls, and for time spent calling landlords, employers, financial institutions and personal references.

The applicant(s) represents that all the above statements are true and complete and authorizes the landlord to obtain credit reports and verify all the above information. Applicant acknowledges that false, fraudulent or missing information may be grounds for denial of tenancy or subsequent eviction. Under Seattle's Fair Chance Housing Ordinance, SMC 14.09, landlords are prohibited from requiring disclosure, asking about, rejecting an applicant, or taking an adverse action based on any arrest record, conviction record, or criminal history, except for registry information as described in subsections 14.09.025.A.3, 14.09.025.A.4, and 14.09.025.A.5 and subject to the exclusions and legal requirements in Section 14.09.115

Signature: _____ **Date:** _____

PAYMENT INFORMATION

Check one: Check \$ _____ Check # _____ **OR** Credit Card/Debit

You may use a Debit Card if it has a Visa or MasterCard logo. The name on the Credit Card must match the Applicant Name or the application will not be processed. Each applicant must provide their own credit card. You cannot use a co-applicants or parents credit card.

Please Charge **\$45.00** for this report to my (circle one) **VISA** or **MasterCard**.

Credit Card Number _____ Expiration Date: _____

Name as shown on card _____ 3-digit code _____

Billing Street Address: _____ City: _____ State _____ Zip _____

Signature: _____ **Date:** _____

FAX:

T-Square Properties
425-275-4065

ON LINE:

www.tsquaremanagement.com

DELIVER:

T-Square Properties
19125 North Creek Parkway, #208
Bothell, WA 98011
425-485-1800



www.tsquaremanagement.com

Screening Policy and Lease Guidelines



T-Square Properties is the exclusive agent and representative of the property owner and does not, in any respect, have any fiduciary or agency responsibilities to the applicant. We do business in accordance with Federal Fair Housing law, all federal, state, and local laws are followed, and each application is processed without regard to the race, color, religion, sex, handicap, familial status, sexual orientation, national origin, or any other protected class of applicant. Our staff of professionals are regularly trained and educated on the latest local, state and federal statutes pertaining to rental regulations.

GENERAL: Applications must meet the minimum requirements set forth in this document. Each prospective occupant 18 years of age and older must complete an application and pay the application fee of \$45 (each), which is non-refundable. T-Square Properties does not accept comprehensive, reusable tenant screening reports. T-Square Properties will not accept applications until after the applicant or an agent for the applicant has physically inspected the interior of the premises to be leased.

COMPLETE APPLICATION: Once you have toured the inside of the property, an application will be considered complete for processing when all of the following have been received by T-Square Properties: **(1) A completed and signed application with payment for each prospective tenant or occupant over the age of 18; (2) A signed holding deposit agreement; (3) A holding deposit (equal to ½ month's rent) in the form of a check, money order, or other approved electronic payment; and (4) A copy of each applicant's driver's license or other government-issued photo ID.** Once we receive the above documents and payments, we will discontinue soliciting additional applications until the screening process is complete. If any of the above items are missing or not complete we will continue marketing and soliciting new applications until all the above items are received.

PROCESSING: Applications are processed in the order received. Processing will normally be completed within 1-2 business days; however, it may take longer if complications arise such as difficulties contacting past landlords or employers. All information on the application is subject to verification. Applications may be denied if information is false or not verifiable. In the event additional information is needed to process your application, you will be notified of what we need and have 72 hours to provide that information to T-Square Properties or the screening company. If the information is not provided on time, the application may be rejected or considered incomplete.

If Application is Approved: Once approved, you will be notified by phone or e-mail and we will schedule a lease signing appointment. Each adult applicant must review and sign the lease and provide the initial move-in funds no later than one week from approval, unless otherwise agreed in writing. The offer to lease will be considered rejected by the applicant if the lease is not signed and fees not paid as required.

If Application is Conditionally Approved: If minimum criteria are not met but there are mitigating circumstances, you may be approved with certain conditions attached such as an approved co-signor or an increased security deposit. A requested co-signer may submit his or her application and sign the co-signer agreement to accept full financial responsibility along with the applicant. In lieu of a co-signer, and at the landlord's discretion, the applicant may pay an increased security deposit, payable at lease signing, up to the maximum allowed by law. Once you have been notified of approval with conditions, you will have 24 hours (unless otherwise agreed in writing) to accept the conditions.

If Application is Denied: You will receive an adverse action letter that will advise you of how to contact the screening company to discuss on the results your screening report. This letter will advise you of how to obtain a copy of your consumer credit report and the organization to contact for more information on your screening results.

PET POLICY: If the property owner agrees to allow a pet, applicant will pay an additional security deposit as listed in the online rental advertisement. Verifiable disability-related assistance animals are exempt from this pet policy.

Due to insurance costs and limitations, T-Square Properties does not allow the following breeds in any of our properties: 1. Pit Bulls, 2. Rottweilers, 3. Chow Chows, 4. Doberman Pinchers, 5. German Shepherds, 6. American Staffordshire Terriers, 7. Wild dogs such as Coyotes, Wolves, and Dingos, 8. Any dog that has any of the above breeds in their lineage.

In addition, no dogs under 12 months of age will be accepted.

HOLDING DEPOSIT: At the time of application, the applicant will pay a holding deposit equal to ½ of one month's rent to secure the property until the lease is signed. T-Square Properties will discontinue soliciting applications until the agreed upon time for which the lease will be finalized and move-in funds provided in full, which shall be no later than one week from the date of approval unless otherwise agreed in writing. If applicant is approved and the lease is signed the holding deposit is converted to a portion of the first month's rent or security deposit thereby reducing the required move-in funds accordingly. The terms for retention or refunding of the deposit are contained in the Holding Deposit Agreement provided in your application packet or on the T-Square Properties website.

SECURITY DEPOSIT: The security deposit amount varies from property to property and must be paid at the time of lease signing. The amount of the required Security Deposit is listed on the online rental listing.

CARPET AND FLOORS CLEANING FEE: As part of the required move-in funds T-Square Properties will collect a non-refundable cleaning fee that will be used to have carpets and floors professionally cleaned upon your eventual vacancy. The applicable fee is listed on the online rental advertisement.

MOVE-IN FUNDS: Move-in funds typically consist of Security Deposits, cleaning fee, the first full month's rent, and any prorated portion of a partial month, unless otherwise agreed. Payment in full must be made at lease signing in the form of a Cashier's Check or Money Order. Personal Checks will not be accepted unless received at least 10 business days before the move-in date so that it has time to clear the bank.

CONDITION: We believe we have a higher than normal standard in the preparation of our rental units, but our standards may or may not be equivalent to your standards. If you see something that you don't like, or something that you would like added, please make your written request during the application process, we will gladly present it to the property owner. If the property owner grants our request, the modification will be made prior to you taking occupancy or otherwise annotated on the rental agreement. Just prior to your move-in date, a condition report will be completed noting the existing condition of the property.

Please contact T-Square Properties via e-mail at info@tsquaremangement.com should you need a disability related reasonable accommodation to complete the application process or if you need additional time to communicate in English. We'll be glad to assist as needed.

MINIMUM SCREENING CRITERIA

RENTAL HISTORY:

1. A minimum of 12 months of verifiable residence history from a third party landlord is required. First time renters with no established credit may be conditionally approved requiring a co-signer and/or double security deposit. A rental history demonstrating residency, but not by a third party may require a double security deposit or an approved co-signer.
2. A rental payment history showing four or more late rent payments in a 12-month period will result in denial. 2 or 3 late payments in a 12-month period will result in conditional approval requiring a double security deposit and/or a co-signer.
3. Any Unlawful Detainer or Eviction within three years may result in denial. A rental history indicating past due amounts of rent or an unsatisfied money judgment to a previous or current landlord will result in denial. Any

unlawful detainer or eviction over three years old, which has been paid, may result in conditional approval requiring a double security deposit or co-signer.

4. A rental history reflecting significant damage to the leased premises (over \$500) may result in denial.
5. Rental history reflecting multiple complaints may result in application denial.

INCOME: Your application may be denied unless verifiable gross household income meets or exceeds 3 times the rental amount. If monthly income does not meet 3 times the stated monthly rent, an approved co-signer or qualified roommate will be required.

1. All income must be verifiable and sustainable. If income is from W-2 employment, current employment must be verifiable.
2. Self-employed applicants are required to provide the last two years of federal income tax returns and 12 months' bank statements or the last 12 months of audited financial statements.
3. Section 8 vouchers or other rent subsidies are not considered income but rather a reduction in rent and are acceptable provided all other screening criteria are met by the applicant.
4. Alternative sources of income such as Social Security income, unemployment payments, and child support may be considered as income.
5. If a co-signer is required, the co-signer's verifiable monthly income shall equal at least 4 times the stated monthly rent with all credit lines in good standing.

CREDIT: All information showing on the credit report is subject to verification, including previous address and places of employment.

1. Credit accounts or trade lines must be open for a minimum of six months and in good standing.
2. If 50% or more of the open credit accounts are 30 days or more past due the application may be denied.
3. Four or more open accounts that are 30 days or more past due may be conditionally approved provided there is not more than \$1000 in collections (some exceptions for medical expenses and home mortgages).
4. Outstanding debt to a property management company or landlord will result in denial. Applicant may be reconsidered once the debt is paid. Any judgment related to an unlawful detainer, eviction or related to a past landlord or property management company may result in automatic denial.
5. Any applicant with a pending bankruptcy will be denied.
6. After a discharged bankruptcy, applicant must show a minimum of six months of positive credit history to be considered for conditional approval. Any negative credit after a bankruptcy will result in denial.

CRIMINAL BACKGROUND*:

As part of our criminal background screening we will be reviewing the following: History of criminal behavior that may negatively affect tenancy such as drugs, sex offense, robbery, assault, active warrants, etc. Determinations as to the acceptability of criminal history will be made on a case-by-case basis after analysis of available information. There will be no automatic denials on arrest or criminal convictions. However, **as a general guideline:**

Any applicant with a criminal conviction may be rejected UNLESS applicant can demonstrate:

1. The conviction was not for a violent or sexually-related crime;
2. If the conviction was for a felony the conviction was more than 7 years ago;
3. If the conviction was for a gross misdemeanor the conviction was more than 5 years ago;
4. If the conviction was for a misdemeanor the conviction was more than 3 years ago;
5. The applicant has completed all requirements of the sentence and probation, including payment of any restitution and fines, and compliance with any court ordered in/out-patient treatment.

***CITY OF SEATTLE RENTALS** – Under Seattle's Fair Chance Housing Ordinance, SMC 14.09, landlords are prohibited from requiring disclosure, asking about, rejecting an applicant, or taking an adverse action based on any arrest record, conviction record, or criminal history, except for registry information as described in subsections 14.09.025.A.3, 14.09.025.A.4, and 14.09.025.A.5 and subject to the exclusions and legal requirements in Section 14.09.115

We look forward to receiving your application or hearing back from you with any questions!



Holding Deposit Agreement/Receipt

Applicant Name: _____

Applicant Name: _____

Address of Property: _____

Amount Paid: \$ _____ Monthly Rental Amount: \$ _____

Lease Commencement Date to be no later than: _____

By signing below, the above-named applicant(s) confirm they have paid the required holding deposit to hold the above identified property until the application(s) has been processed. Tenant has read the screening criteria provided by T-Square Properties and believe they have a reasonable chance of being approved.

If the applicant(s) is not approved, the holding deposit will be refunded in full within 14 days of notice and will be returned in the same form in which it was paid. For example, if payment was made by check, the refund will be in the form of a check, if you paid by Credit Card, the refund will be credited back to the same Credit Card used.

If the applicant is approved and fails to occupy the property, the Landlord reserves the right to keep the entire holding deposit.

If the applicant is approved & the applicant(s) accepts the property, the holding deposit will be credited to the tenant's move in funds.

Failure to commence the Lease by the stated date above may result in forfeiture of the deposit.

RCW 59.18.253

Deposit to secure occupancy by tenant

- (1) It shall be unlawful for a landlord to require a fee from a prospective tenant for the privilege of being placed on a waiting list to be considered as a tenant for a dwelling unit.

- (2) A landlord who charges a prospective tenant a fee or deposit to secure that the prospective tenant will move into a dwelling unit, after the dwelling unit has been offered to the prospective tenant, must provide the prospective tenant with a receipt for the fee or deposit, together with a written statement of the conditions, if any, under which the fee or deposit is refundable. If the prospective tenant does occupy the dwelling unit, then the landlord must credit the amount of the fee or deposit to the tenant's first month's rent or to the tenant's security deposit. If the prospective tenant does not occupy the dwelling unit, then the landlord may keep up to the full amount of any fee or deposit that was paid by the prospective tenant to secure the tenancy, so long as it is in accordance with the written statement of conditions furnished to the prospective tenant at the time the fee or deposit was charged. A fee charged to secure a tenancy under this subsection does not include any cost charged by a landlord to use a tenant screening service or obtain background information on a prospective tenant.

Prospective Tenant

Date

Prospective Tenant

Date

Agent

Date