



Northwest Management Exclusive, Inc.

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APPLICATION TO RENT

PLEASE PRINT CLEARLY

Not Applicable for Pre-Qualification Application

PROPERTY ADDRESS _____ RENT \$ _____ DEPOSIT \$ _____

REFERRAL SOURCE: Website ___ Newspaper ___ Saw Sign ___ Walk-In ___ Other ___

DAYTIME PHONE NUMBER(____) _____ DATE UNIT NEEDED BY* _____
*Rent starts when unit is ready

APPLICANTS

NAME: _____

BIRTHDATE: _____ SS# _____ DRIV LIC# _____
STATE _____

NAME: _____

BIRTHDATE: _____ SS# _____ DRIV LIC# _____
STATE _____

OTHER OCCUPANTS:

NAME: _____ BIRTHDATE: _____ RELATION: _____

NAME: _____ BIRTHDATE: _____ RELATION: _____

NAME: _____ BIRTHDATE: _____ RELATION: _____

RESIDENCY HISTORY

CURRENT _____
(street) (apt #) (city) (state) (zip)

RENT PAID \$ _____ DEPOSIT PAID \$ _____

DATE IN _____ DATE OUT _____

LANDLORD NAME: _____ PHONE # (____) _____

REF: _____
(Office use only)

PREVIOUS _____
(street) (apt #) (city) (state) (zip)
RENT PAID \$ _____ DEPOSIT PAID \$ _____
DATE IN _____ DATE OUT _____
LANDLORD NAME: _____ PHONE # (____) _____
REF: _____
(Office use only)

PREVIOUS _____
(street) (apt #) (city) (state) (zip)
RENT PAID \$ _____ DEPOSIT PAID \$ _____
DATE IN _____ DATE OUT _____
LANDLORD NAME: _____ PHONE # (____) _____
REF: _____
(Office use only)

APPLICANT(S) EVER BEEN EVICTED? YES / NO
APPLICANT(S) HAD A FORECLOSURE IN THE PAST 10 YEARS? YES / NO

EMPLOYMENT HISTORY

PRESENT EMPLOYER: _____
HR PH. #: (____) _____ HR FAX #: (____) _____
APPLICANT'S NAME: _____
ADDRESS: _____ POSITION: _____
SALARY OR WAGE \$ _____ PER MO/HR START DATE: _____
*OFFICE USE ONLY: _____

PRESENT EMPLOYER: _____
HR PH. #: (____) _____ HR FAX #: (____) _____
APPLICANT'S NAME: _____
ADDRESS: _____ POSITION: _____
SALARY OR WAGE \$ _____ PER MO/HR START DATE: _____
*OFFICE USE ONLY: _____

OTHER MONTHLY INCOME \$ _____ SOURCE: _____

APPLICANT(S) FILED BANKRUPTCY IN THE PAST 10 YEARS? YES / NO
DISCHARGE DATE (MM/YY): _____

CRIMINAL HISTORY

HAS APPLICANT EVER BEEN CONVICTED OR PLEAD GUILTY TO A CRIME? YES / NO

IF YES, PLEASE EXPLAIN THE NATURE OF THE CRIME, DATE & CITY IN WHICH CRIME OCCURRED.

If within the last ten years, the applicant(s) has been convicted, pled guilty or no contest to a felony crime the applicant(s) will be **DENIED**. If the felony conviction is over ten years and the felony conviction did not involve murder, arson, drug manufacturing/distributing, kidnapping or sex crimes, the felony conviction will not be considered as a reason for denial.

PETS

Applicant(s) have any pets? YES / NO

If yes, how many? Number of cats: _____ Number of Dogs: _____

Dog Breed: _____ Dog Size/Weight: _____

*** * * BREED RESTRICTIONS DO APPLY * * ***

*Restricted breeds (and any combination thereof) include but are not limited to **Pitbull, Rottweiler, Mastiff, German Shepard, Doberman And Shar-Pei.***

If a pet is desired after move-in, Northwest Management Exclusive, Inc. **must** be notified prior to getting the pet in order to get approval and to pay all additional fees/deposits.

I/We declare the information given on this application to be true under the penalty of perjury. Applications with false information will be denied. Applicant(s) hereby grants permission to the agent and to national credit reporting to obtain credit reports, criminal background reports, eviction reports and all additional information necessary to verify all information on this application. Applicant(s) agrees to pay a non-refundable application processing fee of \$50.00 per applicant; should checks be returned for non-sufficient funds, a \$50 nsf fee will be assessed. If the fee is not paid within two (2) business days, the account will be turned over for collections.

Except in cases of pre-qualification, applicant(s) acknowledges and agrees that on approval of this application the full deposits and fees must be paid in the form of a cashier's check or money order within 48 hours, all deposits and fees are non-refundable if applicant fails to fully execute a rental agreement with NWME. **Tenancy less than six full months is subject to security deposit forfeit.** Rent will start when home is ready for occupancy. If rental commencement date is not the first of the month, the second month's rent will be prorated.

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

Thank you for choosing Northwest Management Exclusive, Inc.

Northwest Management Exclusive, Inc.: Guidelines for Rental Application Process

- Northwest Management Exclusive, Inc. (NWME) accepts only one application at a time per property. The submitted application holds the property until the application is approved or denied. If denied, the property is then available for the next applicant. All applications are processed on a "first come/first serve" basis. We do not maintain a waiting list or accept multiple applications for a property. **Tenancy less than six full months is subject to security deposit forfeit. In addition, rent concessions are forfeited and due with the final rent payment.**
- NWME requires prospective tenants to conduct a personal interior viewing of the residence prior to applying, except in the case of prequalification applicants. In the event you are pre-qualifying as a tenant, you will not be required to do a viewing until a specific property is selected.
- The following information is required:
 - **Rental Application:** All occupants 18 years old or older living in the residence must submit a **completed application** and be approved. Pursuant Federal Guidelines, we have the right to limit the number of occupants in a residence.
 - **Employment Verification:** Verifiable monthly income must be **three (3) times the monthly rent amount**. Food stamps, unemployment benefits, or child support is not considered as income. A Current Earnings Statement may be required at the time of signing of the rental agreement. **Note: With roommates, if one or more applicants do not meet the income requirement but DO have shared rental history or shared credit references for at least one (1) year, we may combine the incomes to qualify. However, an additional security deposit may be required.**
 - **Rental History:** Contact information for current and two (2) previous landlords must be provided. At least three (3) years of favorable rental history is required. If all other criteria are met except rental history, an additional security deposit may be required. Relatives and friends cannot be considered landlord references. Homeowners who have recently sold their residences are required to provide a letter of reference from the real estate agent who assisted with the transaction.
 - **Credit Reports, Criminal Background Reports, & Rental History Reports:** Credit reports, Criminal Background Reports, and Rental History Reports are obtained on all applicants. These reports provide information necessary to properly evaluate the submitted application.

PLEASE NOTE: If we are unable to verify all references within 72 hours the application will be denied.

- **Within 48 hours of notice of an approved application, NWME must receive in the form of a cashier's check or money order deposits and fees. If the residence is ready for occupancy, NWME must receive the first full month's rent and all deposits and fees as separate payments in the form of a Cashier's Check or Money Order.** If the residence is occupied on any date other than the first of the month, then the rent due the second month of tenancy will be prorated.
- An application submitted for pre-qualification, once qualified for a specific rental amount, will be held open for up to sixty (60) days until a specific residence is designated. Once a residence is designated, NWME may re-verify employment information. Within 48 hours of final approval of the application, following the designation of a residence, all deposits, fees and rents will be due.
- False information given on an application is cause for automatic denial. We must be able to verify all information on the application. As noted previously, references from relatives and friends will not be considered.
- A copy of your current Driver's License or State ID card is required. Military ID is acceptable.
- The \$50.00 application fee for each adult is non-refundable whether the application is approved or denied. ***This office cannot answer questions concerning your credit report.*** You will be given the appropriate credit reporting company's contact information if you are denied due to adverse credit information. Lack of verifiable information is also a reason for denial.
- Pets are welcome in some residences; however, **breed restrictions do apply.**
- If you have any questions about our application process, please ask our staff.

Thank you for choosing Northwest Management Exclusive, Inc.