

The rental application is attached as are two forms for reference verifications. Each person 18 and older needs to complete and sign a rental application unless they are a dependent child still enrolled in high school. **Married couples will only need to fill out one rental application – but each must pay the \$30 fee.**

If you are employed you will each sign the employment verification form. If you are or have recently rented a home or an apartment you will need to sign the rental reference form.

Do not fill out the two reference request forms - only print your name at the top and sign them where indicated **. The people I send them to will answer the questions that I am asking.

I will need a copy of your driver's licenses

If you are able to provide paystubs please do. It is sometimes very difficult to verify employment - especially for Military and large corporations. Providing pay stubs will speed up the application process.

Once you have everything completed please return the forms **with \$30 for each person over 18**. You may pay the fee online with a debit card under the payment link. Credit and criminal reports are run on each applicant so marital status doesn't factor in. If not paying with a card, payment must be in the form of cash, cashier's check or money order.

I rely heavily on credit scores for making my decision – if you have questions regarding that please call me.

The application packets and application fees need to be taken to my office at **1831 Colby Ave, Everett WA 98201**. I have a mail slot in the side of the building to the left of the door. You may also scan the application and email it to me at kjrproperties@comcast.net - if you paid the fee online. Please get everything to me ASAP - I get a lot of calls for rentals.

Please reply back that you received this application and let me know when you have submitted the completed form and fees.

Thank you,

Kathy Robinett

Kathy Robinett
KJR Properties, LLC
425-259-3100

kjrproperties@comcast.net
www.kjrpropertiesllc.com

RENTAL APPLICATION

KJR PROPERTIES, LLC
1831 Colby Avenue
Everett, WA 98201
425-259-3100

Property Address _____ Intended lease start date: _____

Name _____ Date of Birth _____

Social Security # _____ Drivers License # _____

Cell phone # _____ Email _____

Name of Spouse _____ Date of Birth _____

Social Security # _____ Drivers License # _____

Cell phone # _____ Email _____

Present Address _____ City _____

State _____ Zip _____ Apartment Complex Name _____

Present Landlord _____ How Long _____ Phone _____

Current Rent or Mortgage Payment _____ Reason for moving _____

Previous Address if under 3 years _____

Previous Landlord _____ Rent Amount _____

How Long _____ Phone _____ Reason for moving _____

Additional Occupants _____

Relationship/Ages _____

Pets? _____ If so, what kind and how many _____

Vehicles _____ Make _____ Model _____ License _____
 Vehicles _____ Make _____ Model _____ License _____
 Vehicles _____ Make _____ Model _____ License _____

Employment History

	Present	Prior	Spouse's
Employer	_____	_____	_____
Employer Phone	_____	_____	_____
Type of Business	_____	_____	_____
Business Address	_____	_____	_____
Position Held	_____	_____	_____
How Long	_____	_____	_____
Supervisor	_____	_____	_____
Monthly Gross Income	_____	_____	_____

Any Additional Income including child support, housing and/or food assistance:

\$ Amount _____ Source of income _____

\$ Amount _____ Source of income _____

References

Personal References (2) (Name – Address - Phone # - Yrs. Known)

Nearest Relative (2) (Name – Address - Phone # - Yrs. Known)

Have you ever filed a petition of bankruptcy? _____

Have you ever been evicted from a tenancy? _____

Have you ever willfully or intentionally refused to pay rent when due? _____

Has your present landlord been given adequate notice that you are leaving? _____

I hereby certify that the answers I have given in this application are true and correct to the best of my knowledge. I understand that any false answers or statements made by me will be sufficient grounds for eviction and loss of any security deposit. I agree to pay a non-refundable processing fee of \$30.00 (funds attached to application). I authorize verification of the foregoing information and obtaining a consumer credit report and background check.

PUBLIC LAW 91-508 – FAIR CREDIT REPORTING ACT – This is to inform you that as part of the procedure for processing applications for renting a consumer report, by TransUnion Credit Information Service, will be made verifying your credit, employment and rental history. If your application is not accepted, due to any information contained in said report, you may request a review of said report by contacting the above agency at 1-800-685-1111, or PO Box 740241 Atlanta GA 30374-2041.

Applicants Signature _____ Date _____

Applicant Signature _____ Date _____

KJR PROPERTIES, LLC

ELECTRONIC TRANSMITTAL

DATE:	EMPLOYMENT VERIFICATION FORM		
TO:		FROM:	KJR PROPERTIES, LLC
FAX:		FAX:	425-259-0288
TEL:		TEL:	425-259-3100 office 425-238-4705 cell/text
CC:		EMAIL:	kjrproperties@comcast.net

NAME: _____

TENANT: DO NOT ANSWER QUESTIONS – JUST SIGN BELOW **

I hereby allow you to verify the following information regarding my employment: ** Signature:	
I am interested in renting a home from KJR Properties, LLC.	
Job Title:	
Length of employment:	
Monthly Income \$	
Please comment on the expectation of my continued employment	
FORM COMPLETED BY:	
Employer Authorized Signature	Date

KJR PROPERTIES, LLC
ELECTRONIC TRANSMITTAL

DATE:	RENTAL REFERENCE FORM		
TO:		FROM:	KJR Properties, LLC
FAX:		FAX:	425-259-0288
TEL:		TEL:	425-259-3100 office 425-238-4705 cell/text
CC:		EMAIL:	kjrproperties@comcast.net

TENANT DO NOT ANSWER QUESTIONS – JUST SIGN AT BOTTOM**
APPLICANTS NAME:

I am interested in renting a home from KJR Properties – please verify my rental history	
Dates of Tenancy:	
Number of Occupants:	
Monthly Rent \$	
Was proper notice given:	
Was rent paid on time:	
Were utilities paid as expected:	
Any complaints from management or neighbors:	
Was interior and exterior of unit kept clean and maintained:	
Did they have Pets:	
Would you rent to them again:	
Any other information you can provide regarding their suitability as tenants:	
**Tenant Signature Authorizing release of information:	DATE:

Notice to Applicants for Tenancy Resident Acceptance Policies/Criteria and Consumer Reports

In compliance with Washington State's Fair Tenant Screening Act of 2012, and the Fair Credit Reporting Act (FCRA), this is to inform you that an investigation involving the statements made on your rental application for tenancy will be initiated. You authorize the Landlord/Manager to obtain credit reports, court records (civil, criminal, arrest), character reports, employment, bank and rental references as needed to verify all information and names put forth on the rental application.

The company(s) below may be requested to provide information about your history and takes no part in making the decision to accept or reject your rental application. They are unable to supply you with specific reasons why the decision was made. You have a right under the Fair Credit Reporting Act to know the information contained in your credit/consumer file at the consumer-reporting agency. You have a right to a free copy of your report from the reporting agency, if you request it no later than 60 days after you receive this notice. In addition, if you find that any information contained in the report you receive is inaccurate or incomplete, you have the right to dispute the matter with the reporting agency.

· **Credit Information:** TransUnion Consumer Relations, 2 Baldwin Place, PO Box 1000, Chester, PA 19022. Phone: 800-888-4213 or TransUnion Consumer Relations, PO Box 390, Springfield, PA 19064. www.transunion.com/myoptions

· **Nationwide Criminal/Sex Offenders/Evictions:** TransUnion Vantage Data, 5889 S. Greenwood Plaza Blvd, #201, Greenwood Village, CO 80111 (800)-568-5665

· **LexisNexis Screening Solutions**, PO Box 105108, Atlanta, GA 30348 1-800-845-6004 **(If Credit Scores Used)**

PLEASE READ BEFORE APPLYING. YOU **MAY BE** DECLINED BASED ON THE FOLLOWING CRITERIA:

- Omit or report false information on the rental application
- Charged or conviction of a crime or felony in the last 7 years (defined under RCW 9.41.010)
- Current illegal or controlled substance abuser
- Registered Sex Offender
- Possess no state issued identification (Driver's License, Passport or ID). Photo identification required.
- High Debt to Income ratio (generally 35% - Income should exceed 3 times rent)
- Unverifiable or insufficient income or too much debt. Credit score below 600
- Unpaid utility bills or collections totaling \$50 or more (excluding medical)
- Not gainfully employed for more than 12 months. No temporary employment.
- Insufficient or adverse rental history. Eviction or unlawful detainer in last 7 years
- Currently in bankruptcy
- Pets (If pets are allowed, size, quantity and type addressed in a Pet Addendum)
- No Smoking on premises (inside or outside unit)
- No subleasing, including roommates. You, and each adult, must apply.
- Number of occupants (too many for unit based on HUD housing guidelines)

You are encouraged to apply; however, you are not required to if you feel you may be declined based on the above criteria. A non-refundable fee (specified on the application) will be assessed to process the application. Fees go towards reporting agency reports, long distance phone charges; time spent calling past and present landlords, employers and other references. Prospective residents will be notified as soon as possible regarding their application approval or denial. Questions regarding the application process can be addressed to Kathy Robinett 425-259-3100. Thank you for your time and consideration.