



RESIDENTIAL RENTAL APPLICATION / EACH ADULT MUST FILL OUT SEPARATE APPLICATION

Address of Rental Property: \_\_\_\_\_ Unit # \_\_\_\_\_ Rent Amount \_\_\_\_\_

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

SSN# \_\_\_\_\_ DL#/State issued: \_\_\_\_\_

Tel# \_\_\_\_\_ Email Address: \_\_\_\_\_

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

If any of the above noted occupants 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.

CURRENT ADDRESS (Required Entry)

Street \_\_\_\_\_
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
Apt # \_\_\_\_\_ Name of Apts \_\_\_\_\_
How Long (Mo/Da/Yr) From \_\_\_\_\_ To \_\_\_\_\_
Pymts / Rent Pd To \_\_\_\_\_ Amt \_\_\_\_\_
Landlord/Mgmt Co. \_\_\_\_\_
Address \_\_\_\_\_
Tel# \_\_\_\_\_ Rent/Own/Lease \_\_\_\_\_
Email: \_\_\_\_\_

PRIOR ADDRESS (Required Entry)

Street \_\_\_\_\_
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
Apt # \_\_\_\_\_ Name of Apts \_\_\_\_\_
How Long (Mo/Da/Yr) From \_\_\_\_\_ To \_\_\_\_\_
Pymts / Rent Pd To \_\_\_\_\_ Amt \_\_\_\_\_
Landlord/Mgmt. Co \_\_\_\_\_
Address \_\_\_\_\_
Tel# \_\_\_\_\_ Rent/Own/Lease \_\_\_\_\_
Email: \_\_\_\_\_

√ Current Employer \_\_\_\_\_ Tel# \_\_\_\_\_ Supervisor \_\_\_\_\_
Dept / Attached to \_\_\_\_\_ Occupation \_\_\_\_\_ Rank \_\_\_\_\_
Hire Date \_\_\_\_\_ Monthly Salary \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_
Address \_\_\_\_\_ Suite \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

√ Prior Employer \_\_\_\_\_ Tel# \_\_\_\_\_
Dept / Attached to \_\_\_\_\_ Occupation \_\_\_\_\_ Rank \_\_\_\_\_
Hire Date \_\_\_\_\_ Monthly Salary \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_
Address \_\_\_\_\_ Suite \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

√ Additional Income (Interest, Child Support, Etc) \_\_\_\_\_
√ Bank \_\_\_\_\_ Acct# \_\_\_\_\_ Branch \_\_\_\_\_ Tel# \_\_\_\_\_
√ Pets? Yes \_\_\_ No \_\_\_ If yes, number, size, and type(s) \_\_\_\_\_
√ Disability status and require special accommodations? \_\_\_\_\_

HAVE YOU OR ANY OTHER HOUSEHOLD MEMBER:

Ever had wages garnished? Yes \_\_\_ No \_\_\_ If Yes, when was last time garnished and what did you owe causing garnish?

(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 Lifetime Registered 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 other household member filed bankruptcy? Yes \_\_\_ No \_\_\_ If yes, when: \_\_\_\_\_

Auto/Year/Make/Lic#: 1.) \_\_\_\_\_ 2.) \_\_\_\_\_

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

Nearest Relative \_\_\_\_\_ Address \_\_\_\_\_ Tel# \_\_\_\_\_

Ph # (360) 459-1234
Fx # (360) 923-5501

Pettit Property Management

Orca Information, Inc.
Phone: 360-588-1633 / 800-341-0022
Fax: 360-588-1189 / 800-522-6722



# Addendum (A) to Application for Tenancy

## LETTER OF AUTHORIZATION

Revised 6/2020

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., 120 E. George Hopper Rd, Suite 108, Burlington, Washington 98233, Ph: 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.

You have the right to obtain a free copy of the consumer report in the event of a denial or other adverse action, and to dispute the accuracy of information appearing in the consumer report. The consumer reporting agency:

Orca Information, Inc.

120 E. George Hopper Road, Suite 108

Burlington, WA 98233

Phone 800-341-0022 Fax 800-522-6722

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.

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Applicant’s Name (please print)

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Applicant’s Signature

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Date of Authorization

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Manager’s/Assistant Manager’s Signature

**List All Juvenile Age Occupants 12yrs-17yrs:**

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| Full Legal Name | Nickname(s) | Date of Birth |
|-----------------|-------------|---------------|
|-----------------|-------------|---------------|

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|                 |             |               |
|-----------------|-------------|---------------|
| 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.<br><b>VISA   MASTERCARD   DISCOVER   AMEX</b> |                |                   |
| Card # _____  |                |                   |
| Expiration Date: _____  |                | CVV Code: _____   |
| _____<br>Print Name on Card   |                |                   |
| _____<br>Signature of Cardholder  |                |                   |
| _____<br>Card's Billing Address   |                |                   |
| _____<br>City   | _____<br>State | _____<br>Zip Code |



## TENANT SELECTION POLICY

When reviewing a Rental Application and Tenant Screening Report we will consider: Extenuating circumstances (temporary loss of job, medical reasons, family emergencies, etc.). Applicant's screening report will be reviewed for the following adverse (negative) information:

### CREDIT

Civil Judgments and/or collections for rentals and/or utilities  
Bankruptcy, foreclosures, negative credit  
Lack of credit history

### COURT RECORDS

History of criminal behavior that may negatively affect tenancy – drugs, sex offense, theft, robbery, assault, active warrants, etc...

### REFERENCES

Lack of 12 months of continuous, positive, objective rental history  
Negative and/or incomplete rental references

### EMPLOYMENT/INCOME

Lack of proper documentation proving adequate income to pay rent (earnings need to be 3 times rent amount)

#### Screening Report will also be reviewed for:

1. False information and/or omission of material fact listed on Rental Application
2. Lack of information provided on Rental Application

#### Applicants need to provide:

1. Copy of Social Security Card or equivalent proof of identity (Visa, Passport, etc)
2. Drivers License
3. Proof of adequate income
  - Most recent check stub with year to date earnings
  - Self Employed – Tax Returns for last two years
  - Retired – Copies of Deposit slips, Investment Earnings Documentation, Social Security Earnings Documentation, Bank Deposit History
  - Additional Income – Documents proving Child Support, Trust Funds, Bank Deposit History

In the event of Adverse Action (denial of tenancy, cosigner or increased deposit required) you have the right to a FREE copy of the background check we reviewed and processed by Orca Information, Inc. You also have the right to dispute the accuracy of any information therein.

**Do not ask the Property Manager/Landlord for a copy of the background check processed.** They are unable to give you a copy (Fair Credit Reporting Act). Upon Adverse Action the Property Manager/Landlord you are applying with will give to you the Adverse Action/Consumer Rights Letter. This letter describes in detail how you may obtain from the appropriate agencies and companies, a free copy of the background check

You have the right to obtain a FREE copy of your credit report each year from every credit bureau (Equifax, Experian, Trans Union). For a FREE copy log onto: [www.annualcreditreport.com](http://www.annualcreditreport.com)  
Orca Information obtains their credit reports from Trans Union.

Note: 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 the background investigation will be processed through Orca Information, Inc. We may be obtaining credit reports, court records (civil and criminal), arrest detention information, employment and rental references as needed to verify all information put forth on your rental application. Orca Information, Inc. contact information is: [www.orcainfo-com.com](http://www.orcainfo-com.com), [orca@orcainfo-com.com](mailto:orca@orcainfo-com.com), 800-341-0022, PO Box 277, Anacortes, WA 98221.