

Management: Company	
Property Address	
Manager's Name	Phone #

LPS Inc.



Managers/landlords – visual proof of driver's license/or State ID \_\_\_ Yes \_\_\_ No

Please use separate forms for each applicant 18yrs and older.

SERVICE REQUESTED:  FULL SERVICE  SHORT SERVICE  CREDIT ONLY  CO-SIGNER

Properties can only be held for up to 10 days before the rental agreement starts. Desired occupancy date: \_\_\_\_\_

Monthly Rent: \_\_\_\_\_ Holding Fee: \_\_\_\_\_ Security Deposit: \_\_\_\_\_ Additional Deposit if applicable: \_\_\_\_\_

Utilities included: \_\_\_\_\_ Rental Term: \_\_\_\_\_

Applicant's Last Name (Please Print)	First	Middle Name	Birthdate	Soc. Sec No.
Total Number of Occupants? _____			Driver's License No. & State I.D.	
Names:				
Do you have animals? Yes _____ No _____			Have you used any other names? If yes, Name(s)	
How many? _____ Type and Size (Keeping of any animal may require an increased deposit and Owner's Consent)				

**RESIDENCE HISTORY**

Current Address	City	State	Zip	From _____ To _____	Applicant Phone:	Own Rent Monthly \$ _____
___ Name of Present Landlord ___ Apartment Community ___ Mortgage Co. ___ Other (Please Check One)					Landlord Phone:	
Previous Address	City	State	Zip	From _____ To _____		Own Rent Monthly \$ _____
___ Name of Previous Landlord ___ Apartment Community ___ Mortgage Co. ___ Other (Please Check One)					Landlord Phone:	

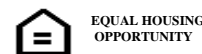
**EMPLOYMENT DATA**

Current Employer	Supervisor's Name	Company Number				
Address	City	State	Zip	How Long? ___ Yrs ___ Mnth	Position	Salary \$ _____ Per _____
Previous or 2 <sup>nd</sup> Employment (Please Circle one)				Supervisor's Name		How Long? ___ Yrs ___ Mnth
Address	City	State	Zip	Company Number	Position	Salary \$ _____ Per _____
<b>ADDITIONAL INCOME:</b> Additional income such as child support, alimony or separate maintenance need not be described unless such additional income is to be included for qualification hereunder. Amount of \$				Auto/Year/License		Do you have any recreational vehicles, vans, boats, or motorcycles? If so specify.

Have you or anyone intending to reside at the home ever been charged or convicted of a crime? \_\_\_ Yes \_\_\_ No Year \_\_\_\_\_

Ever been evicted? Or asked to move? \_\_\_ Yes \_\_\_ No Ever filed bankruptcy? \_\_\_ Yes \_\_\_ No Year \_\_\_\_\_

Non-refundable processing fee of \$25.00 per person (Must be cash or money order only)



In compliance with the Fair Credit reporting act, we are informing you that information as to your character, general reputation and mode of living will be verified. I, as the prospective tenant agree that the facts set forth in this application are true and complete, and that a complete investigation of all on this application will not constitute invasion of privacy. I authorize Spartan Agency, LLC & LPS Inc. to obtain credit reports, bank information, employment information, and/or character reports as necessary. I authorize my employers and references to release such information as necessary. LPS Inc. has my permission to release information found in screening. I understand that any misrepresentations will be sufficient cause for dismissal or voiding of this application. False, fraudulent or misleading information may be grounds for denial of tenancy, or subsequent eviction. You have the right to dispute the accuracy of the information reported, and upon written request, the right to obtain a copy of any and all reports. Direct inquiries to- LPS Inc. 16625 Redmond Way, Ste#M-446, Redmond, WA 98052.

Signed \_\_\_\_\_ Dated \_\_\_\_\_  
Applicant

Signed \_\_\_\_\_ Dated \_\_\_\_\_  
Agent/Property Manager

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## Rental Application Requirements

Thank you for considering a home or apartment with the Spartan Agency, LLC. Application fees are \$25 per adult (cash, money order, or cashiers check only), and are non-refundable. Completed applications are processed on a first-come first-serve basis and we will accept the first qualified applicant. The screening process usually takes 24 to 48 hours depending on how quickly landlords return rental reference requests. We currently do not accept comprehensive reusable screening reports.

If the application is approved the holding fee must be paid within 24 hours to hold the property until the agreed move in date. If applicant(s) do not take possession on the agreed upon possession date, the holding fee WILL NOT BE REFUNDED and will be forfeited, unless Spartan Agency cannot deliver the property to the applicant(s). If tenancy does occur on or before the agreed possession date, this fee will be applied to the security deposit due. Properties can only be held for up to 10 days before the rental agreement starts.

The following guidelines are established to ensure all prospective applicants for a property will be treated equally. If you have concerns about whether or not you will qualify, please contact us at 253.863.6122.

### We require:

- Any individual 18 and over who will be residing in the home must fill out an application
- Valid picture ID and valid social security number for each adult
- Verifiable income which is at least 2.5 times the monthly rent
- Copy of current pay stub
- Good credit history
- A three (3) year residence history
- If roommates are applying and have lived together on a lease for 1 year or more, we can combine the incomes to meet the requirement. If the roommates have not lived together for 1 year, each person will have to qualify individually.
- If Self-employed, must provide a copy of previous year income tax which includes schedule C.
- Maximum occupancy of no more than two (2) people per bedroom.

### You may be denied tenancy for the following:

- Incomplete or misrepresentation of any information provided by the applicant or co-applicant
- Outstanding money owed to a Landlord or a Property Management Company
- Unfavorable information for any individual applicant may result in denial of all applications for that group.
- Poor credit, collection accounts, judgments, liens
- Bankruptcy within past two years
- Criminal record within the past 7 years: Determination will be made on a case by case basis, including the seriousness of the crime and the date of the conviction, and will be based on several factors and information.
- Evictions

**Animals must be pre-approved before being allowed on the property. Not all properties will accept an animal. \*Service animals are the exception. Proper documentation is required. If a property allows a animal some of the requirements are:**

- The animal is less than 20 inches high and weighs less than 30 lbs full grown. Must be over a year old.
- A perceived vicious breed such as a German Sheppard, Pit Bull, Doberman, Rottweiler, etc. will not be allowed.
- Only one animal will normally be allowed to a property.
- An additional deposit is required and possible additional fee and/or additional monthly rent may be applicable.
- An additional agreement will be signed.
- A photo of the animal is required

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By signing below the applicant acknowledges receipt of the prospective landlord's criteria that may result in denial of your application. Screening fees are non-refundable.

In accordance with State and Federal laws you are hereby notified that an investigation may be made by Spartan Agency, LLC and LPS Inc. of the information you provided on this Application, together with information as to your character, general reputation, personal characteristics, and mode of living. You have the right to dispute the accurate disclosure of the nature and scope of the investigation and/or a written summary of your rights under the Fair Credit Reporting Act. Direct inquiries to- LPS Inc. 16625 Redmond Way, Ste#M-446, Redmond, WA 98052.

Applicant \_\_\_\_\_ Date \_\_\_\_\_