

Island Brokers Realty, LLC

Tenant Selection Policy

We do not accept Reusable/Portable Reports

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. Selection Policy applies to ALL HOUSEHOLD MEMBERS.

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...Determinations as to criminal screening will be made on a case by case basis and will be based on several factors and information.

REFERENCES

Lack of 12 months of continuous, positive, objective rental history

Negative and/or incomplete rental references

EMPLOYMENT/INCOME

Lack of proper documentation providing adequate income to pay rent

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, Passports, etc)
2. Drivers License
3. Proof of Adequate Income

Most recent check stub with year to date earnings/6 months minimum

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. They are unable to give you a copy (Fair Credit Reporting Act).

You have the right of obtain a FREE copy of your credit report each year from every credit bureau. For a FREE copy log onto: www.annualcreditreport.com. Orca Information obtains 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 information put forth on your rental application.

Check One: Investigative Reports: Co-Signer _____ Mini _____ Super-Mini _____ Orca _____ Killer Whale _____

Non-Refundable Investigative Fee \$ _____



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 Registered or Unregistered Sex Offender? Yes _____ No _____

What other states have you live d 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# _____

Ph #: (360) 679-1591
Fx #: (360) 675-0665
Island Brokers Realty

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 6/2012 to comply with Fair Tenant Screening Act.

To Whom it May Concern:

I understand I acquire no rights in a rental until I sign this agreement and submit a holding fee in the amount of \$_____. If my tenancy is approved and I sign a rental agreement, this fee shall be credited to my first month's rent and/or security deposit. If my tenancy is approved but I DO NOT sign a rental agreement within two weeks of application approval, then this fee shall be forfeited to the landlord as liquidated damages for holding a rental at _____. If my tenancy is not approved, this fee shall be returned to me.

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., PO Box 277, Anacortes, Washington 98221, 360-588-1633. I certify that to the best of my knowledge all statements are "true and complete". I further authorized 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 applications identified on this application.

Furthermore I warrant the accuracy of all information contain 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 Screen Act, 2012) from this landlord/property management BEFORE submitting this completed rental application and that I read, and understand my rights as described therein.

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 actions. Decision to lease/rent remains with the property manager/landlord.

Applicant's Name (please print)

Applicant's Signature

Date of Authorization

Manager's/Assistant Manager's Signature

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.
VISA MASTERCARD DISCOVER AMEX

Card # _____

Expiration Date: _____ CVV Code: _____

Print Name on Card _____

Signature of Cardholder _____

Card's Billing Address _____

City _____ State _____ Zip Code _____