



## **YOU HAVE CHOSEN TO APPLY FOR RESIDENCY WITH MOSES LAKE REALTY GROUP**

**Moses Lake Realty Group** requires a tenant screening report that may include: a scored credit report, address history, criminal history search, sex offender registries search, eviction history search, residence history verification, employment verification, and/or driver's license verification.

**IMPORTANT: Once the primary applicant's information has been processed and approved, an email will be sent to all other persons who will be living at the address (spouse, roommate, etc.) Each additional resident MUST respond to the email, supply the requested information and "electronically" sign these separate applications.**

As part of your application for residency with Moses Lake Realty Group you need to fill out the following application so that we can conduct a background report. The application takes approximately 20 minutes to complete. Please be sure to answer all questions and include the most current and up-to-date contact information.

### **INCOMPLETE APPLICATIONS MAY CAUSE SERIOUS DELAYS AND/OR DENIAL**

A background screening specialist from ACRANET may contact you for additional information during the screening process. Please respond promptly so the background report can be completed as quickly as possible so as not to delay the approval process. An order summary page will confirm the information that you have submitted allowing you to review your order and make any necessary changes. Please be careful to double check all the information you provide. Once you place the order, you will not be able to modify or change it. You will also be required to pay an application fee before submission of the application is complete. **\*\*THE APPLICATION FEE IS NON-REFUNDABLE.\*\***

## **RENTAL CRITERIA**

### **THE FOLLOWING WILL RESULT IN A DENIAL**

- 1. Delinquent accounts on the credit report (more than 10% of total number of accounts are delinquent)**
- 2. Collections and/or charge offs from the credit report (more than 10% of the total number of accounts are in collection or charged off)**
- 3. Bankruptcy listed on the credit report filed in the last three years**
- 4. Any currently pending criminal charges**
- 5. Any Convictions on Crimes against a person and/or property, Drug manufacturing and/or drugs that adversely affect others around, Registered Sex Offenders within the last 7 years**
- 6. Two or more misdemeanor convictions in the last seven years**
- 7. Registered sex offender**
- 8. Any eviction record**
- 9. Negative rental history such as excessive noise complaints, outstanding debts and payment problems, extensive damages, or anything that would cause a landlord to not re-rent. Mortgage history with more than 6 late payments in the last two years will also be denied.**
- 10. Falsification of information provided on rental application**

**ANY APPLICATION THAT DOES NOT RESULT IN A DENIAL WILL RESULT IN A CONDITIONAL APPROVAL OR STRAIGHT APPROVAL. CONDITIONAL APPROVAL MAY INCLUDE ONE OF THE FOLLOWING:**

- 1. Approval with first and last months rent required**
- 2. Approval with an increased deposit**
- 3. Approval with a qualified roommate**
- 4. Approval with a co-signer**

In the event of a denial or other adverse action you have the right to obtain a free copy of the consumer report and to dispute the accuracy of the information appearing in the consumer report.



537 W Broadway Moses Lake, WA 98837

# Rental Application



Address of Rental \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_ Deposit Amount \$ \_\_\_\_\_

Desired Date of Occupancy \_\_\_\_\_

A non-refundable background check fee of \$30 per applicant or \$35 per married couple is required to process this application. We will send you a link to pay the fee online after we've reviewed your application. **Please fill out this application completely; as incomplete applications could be delayed or result in denial of tenancy.**

## PERSONAL INFORMATION

**APPLICANT'S FULL NAME** \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Social Security No. \_\_\_\_\_ Email \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

**CO-APPLICANT'S FULL NAME** \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Social Security No. \_\_\_\_\_ Email \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Other Residents	Relationship	Age

Do you own pets? \_\_\_\_\_ If yes and dog(s), are they licensed and registered with the City of Moses Lake? \_\_\_\_\_

Name \_\_\_\_\_ Type/Breed \_\_\_\_\_ Age \_\_\_\_\_ Indoor \_\_\_\_\_ Outdoor \_\_\_\_\_ Weight \_\_\_\_\_

Name \_\_\_\_\_ Type/Breed \_\_\_\_\_ Age \_\_\_\_\_ Indoor \_\_\_\_\_ Outdoor \_\_\_\_\_ Weight \_\_\_\_\_

## RESIDENCE HISTORY

### PRESENT ADDRESS

How Long at Present Address? \_\_\_\_\_ Rent Amount? \_\_\_\_\_ Reason for Moving? \_\_\_\_\_

Present Landlord or Mortgage Holder \_\_\_\_\_ Phone # \_\_\_\_\_

### PREVIOUS ADDRESS

How Long at Previous Address? \_\_\_\_\_ Rent Amount? \_\_\_\_\_ Reason for Moving? \_\_\_\_\_

Landlord or Mortgage Holder \_\_\_\_\_ Phone # \_\_\_\_\_

## EMPLOYMENT

**EMPLOYED BY** \_\_\_\_\_ How Long? \_\_\_\_\_

Employer's Address \_\_\_\_\_ Phone # \_\_\_\_\_

Position Held \_\_\_\_\_ Supervisor \_\_\_\_\_ Salary/Wage \_\_\_\_\_

**CO-APPLICANT'S EMPLOYER** \_\_\_\_\_ How Long? \_\_\_\_\_

Employer's Address \_\_\_\_\_ Phone # \_\_\_\_\_

Position Held \_\_\_\_\_ Supervisor \_\_\_\_\_ Salary/Wage \_\_\_\_\_

**INCOME / CREDIT INFORMATION**

Applicant \_\_\_\_\_ Other Income \$ \_\_\_\_\_ per \_\_\_\_\_ Source \_\_\_\_\_ Proof \_\_\_\_\_  
 Applicant \_\_\_\_\_ Other Income \$ \_\_\_\_\_ per \_\_\_\_\_ Source \_\_\_\_\_ Proof \_\_\_\_\_  
 Applicant \_\_\_\_\_ Other Income \$ \_\_\_\_\_ per \_\_\_\_\_ Source \_\_\_\_\_ Proof \_\_\_\_\_

Car Loan                      Balance                      Monthly                      Car Loan                      Balance                      Monthly  
 Lienholder \_\_\_\_\_ Owed \_\_\_\_\_ Payment \_\_\_\_\_ Lienholder \_\_\_\_\_ Owed \_\_\_\_\_ Payment \_\_\_\_\_  
 Credit                      Balance                      Monthly                      Credit                      Balance                      Monthly  
 Card \_\_\_\_\_ Owed \_\_\_\_\_ Payment \_\_\_\_\_ Card \_\_\_\_\_ Owed \_\_\_\_\_ Payment \_\_\_\_\_  
 Student                      Balance                      Monthly                      Child  
 Loans \_\_\_\_\_ Owed \_\_\_\_\_ Payment \_\_\_\_\_ Support \_\_\_\_\_ Monthly Payment \_\_\_\_\_

Have any applicants been convicted of a felony? \_\_\_\_\_ If yes, where and when: \_\_\_\_\_

Explain: \_\_\_\_\_

Filed for bankruptcy? \_\_\_\_\_ Sent to collections? \_\_\_\_\_ Broken a lease? \_\_\_\_\_ Been evicted? \_\_\_\_\_ If yes, explain \_\_\_\_\_

Are any applicants registered or unregistered sex offenders? \_\_\_\_\_ Do any applicants use illegal drugs? \_\_\_\_\_

**VEHICLES / REFERENCES**

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Plate # \_\_\_\_\_ State \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Plate # \_\_\_\_\_ State \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Plate # \_\_\_\_\_ State \_\_\_\_\_

Emergency  
 Contact: \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

**Applicant References**

Reference \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Reference \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Reference \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

**Co-Applicant References**

Reference: \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Reference \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Reference \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Applicant authorizes the landlord to contact past and present landlords, employers, creditors, references and any other sources deemed necessary to verify information on the application. All information is true, accurate and complete to the best of applicant's knowledge. Landlord reserves the right to disqualify tenant if information is not as represented.

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

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

**FOR OFFICE USE ONLY**

Date Application Received \_\_\_\_\_ Received By \_\_\_\_\_

References	Remarks

Does Applicant Meet Tenant Criteria?  Yes  No

This Application:  Approved  Not Approved

Date \_\_\_\_\_

By \_\_\_\_\_

Lease Appt \_\_\_\_\_

PAYMENTS RECEIVED		
Date	Description	Amount