



Application Criteria Notice

1. **APPLICANT:** Applicant must tour unit in person before applying. Any and all individuals aged 18 years or older who intend to reside in the unit is a Co-Applicant and must submit a complete application
2. **APPLICATION:** A complete application is a completed Rental Application Form (with a hand-signed authorization signature and with all applicable fields filled out accurately and completely) submitted together with the application fee payment and all documents listed below, as necessary. Group applications are complete and ready for processing only when all required items for all Co-Applicants are received. Applications will not be processed if it is incomplete, unsigned, and/or unpaid.
3. **RENTAL HISTORY:** Excepting Applicants who have recently sold their homes, Applicants must have positive current and and previous landlord references to qualify to rent. References from relatives are not accepted. Applicants may be denied on the basis of reports of: Eviction notices, illegal activities on premises, damages beyond normal wear and tear, refusal to re-rent, and/or past-due balances
4. **INCOME:** Applicants may be denied if unit rent exceeds one-third of verifiable household income
5. **CREDIT HISTORY:** All credit report information may be subject to additional verification. Applicants with open bankruptcy are denied automatically. Applicants with poor or little to no credit, a history of late payments, tax liens, charge-offs, repossessions, judgments, and/or discharged bankruptcies may be subject to approval with conditions such as: Having a Guarantor with verified credit and income qualification to co-sign the lease, prepayment of Last Month's Rent at start of lease, etc.
6. **CRIMINAL BACKGROUND:** Under Fair Chance Housing Act, Seattle landlords are prohibited from requiring disclosure of, asking about, rejecting an applicant for, or taking an adverse action based on any arrest, conviction, or other criminal record, excepting Applicants who, as adults, have registered as sex offenders and shall be considered on a case-by-case basis. Outside the City of Seattle: Applicants with a felony conviction for an act of violence, sex crime, or illegal manufacturing or distribution of drugs may be denied or approved on a case-by-case basis

Tenant-provided screening reports (a.k.a. "portable" or "reusable" reports) are not accepted. Applications are accepted and considered until a signed Deposit to Secure Occupancy & Receipt form and the associated Holding Deposit are received from an approved Applicant within 48 hours of their approval notice, at which point the unit shall be removed from the market and no additional applications are accepted. Unless Applicant specifically requests to pick up, all application hard copies shall be voided and destroyed within 7 days of application cancellation notice.

To apply: First, complete an in-person tour of the unit. Second, email all required items listed below (one set per applicant) to service@prolinkre.com. Only clear and legible forms/documents/copies/images/files are accepted:

- **Rental Application Form:** Must be 1) **properly, fully, and accurately completed** and 2) **signed by hand**
- **\$44 Application Fee:** Fee must be paid directly to the screening agency, AccuSearch, Inc., by completing and signing by hand the credit card payment information box on the form
- **A copy of Applicant's current and valid government-issued Photo ID**
- If employed full time: Submit copies of **all paystubs from Applicant's current employer** that are dated within three months of date of submission; or an **employment offer letter**, clearly stating Applicant name and pay information and dated within one month of date of submission. Applicants claiming full-time student status must demonstrate student status by submitting a student ID or a formal document issued by an accredited institution naming the Applicant as a student (e.g., an acceptance letter, financial aid award letter effective during the lease period, etc.)
- If self-employed/retired: Demonstrate consistent continuing income by providing copies of **most recent federal income tax return and statements dated within three months of date of submission from an accredited financial institution** (e.g., bank, investment account, etc.)
- If receiving income from alternative sources: Submit **documentation from federal, state, local, and/or nonprofit entity providing benefit** (e.g., written notice of approval, letter of confirmation, financial aid award notice, etc.), naming Applicant as the beneficiary and stating the amount and effective dates of financial benefit

Application must be filled out legibly

Anyone over the age of 18 MUST fill out separate application

Return Application To:

Prolink Realty, LLC
14670 NE 8th St. Ste 168
Bellevue, WA 98007
Phone: 425-233-8906
Fax: 888-311-8377
Email: service@prolinkre.com

Move-in date: _____
Lease term: _____
Rent amount: _____



Comprehensive \$44.00

SCREENING FEE IS NON-REFUNDABLE

Address of Rental Property _____ Unit _____
Full Name _____ Date of Birth _____
Social Security# _____ Driver's License _____ Telephone _____
Other Occupant's Name, Age and Relationship _____ Email _____

CURRENT ADDRESS

Street Address _____
City _____ State _____ Zip _____
Apt# _____ Name of Apt _____
Move in Date _____ Move out Date _____
Rent/Own/Lease _____ Rent Amt _____
Landlord Name _____
Address _____
Landlord's Telephone _____

Please check if staying with family/friends

PRIOR ADDRESS

Street Address _____
City _____ State _____ Zip _____
Apt# _____ Name of Apt _____
Move in Date _____ Move out Date _____
Rent/Own/Lease _____ Rent Amt _____
Landlord Name _____
Address _____
Landlord's Telephone _____

Please check if staying with family/friends

CURRENT EMPLOYER *

Company _____
Telephone# _____ Supervisor _____
Address _____
Hire Date _____ Salary _____
Occupation _____ Full/Part Time _____

* Full-time student applicants: Indicate school/graduating year instead

ADDITIONAL INCOME ^

Company _____
Telephone# _____ Supervisor _____
Address _____
Hire Date _____ Salary _____
Occupation _____ Full/Part Time _____

^If receiving financial aid: Attach aid documentation for verification

Do you have any animals? Yes No If yes, number, size and type(s) _____

Have you ever used any other names? If Yes, name(s) _____

Have you ever been convicted of a crime? Yes No Have you ever been evicted or refuse to pay rent? Yes No

Auto / Year /License 1) _____ 2) _____

Local Contact _____ Address _____ Telephone _____

Nearest Relative _____ Address _____ Telephone _____

In compliance with the Fair Credit Reporting Act, State and Federal Laws, this is to inform you that an investigation involving the statements made on this application for tenancy is being initiated by AccuSearch. I/We certify to the best of my/our knowledge all statements are true and complete. I/We further authorize AccuSearch to obtain credit reports, court/criminal records, character reports, general reputation, mode of living, rental references and employment history as needed to verify all the information put forth on this application. **SCREENING FEE IS NON-REFUNDABLE.**

Applicant's Signature _____ Date _____

Screening Provided By: 103 E Holly St. Ste. #207
Bellingham, WA 98225
Phone: 1-877-646-4466
Fax: 1-877-646-4467



I authorize AccuSearch to charge my credit card account.
Visa MasterCard American Express Discover
Card Number _____
Amount \$ **44** Exp. Date _____ Code _____ Bill. Zip _____
Signature _____