



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 submitted together with the application fee payment (in full) and all required documents (see below for requirements). 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 satisfactory references from current and previous landlords 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 additional 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, submit 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**
- **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**, dated within one month of date of submission, clearly stating Applicant name and pay information. 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:** Submit copies of **Applicant's most recent federal income tax return** and at least three **statements from an accredited financial institution** (e.g., bank, investment account, etc.) as proof of consistent ongoing income; only statements be dated within three months of date of submission are accepted
- **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 or aid

If desired: Applicant may apply online at: <https://accusearch.forms-db.com/view.php?id=35221> and upload all required document via this portal (email date and time of completed tour to service@prolinkre.com for access code)

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
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

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

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 *

ADDITIONAL INCOME ^

* Full-time students: Indicate school/graduating year instead

^If receiving financial aid: Attach aid documentation for verification

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

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

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 \$45+tax Exp. Date _____ Code _____ Bill. Zip _____
Signature _____



IMPORTANT INFORMATION FOR PROSPECTIVE RENTERS

Revisions to the Real Estate Agency Law

Effective January 1, 2024, the statute in Washington that governs real estate brokerage relationships (RCW 18.86) – otherwise known as the “Agency Law” – will be significantly revised. The revisions modernize the 25-year-old law, provide additional transparency and consumer protections, and acknowledge the importance of representation for prospective renters of residential property.

Key Revisions

For years, real estate brokerage firms were only required to enter into written agreements with property owners to list rental properties, not with prospective renters. Beginning on January 1, 2024, the Agency Law will require firms to enter into a written “brokerage services agreement” with any party the firm represents, both property owners and prospective renters. This change is to ensure that prospective renters (in addition to property owners) clearly understand the terms of the firm’s representation and compensation.

The brokerage services agreement with prospective renters of residential property must include:

- The term of the agreement (with a default term of 60 days and an option for a longer term);
- The name of the broker appointed to be the prospective renter’s agent;
- Whether the agency relationship is exclusive or non-exclusive;
- Whether the prospective renter consents to the individual broker representing both the prospective renter and the property owner in the same transaction to enter a lease or rental agreement for the property (referred to as “limited dual agency”);
- Whether the prospective renter consents to the broker’s designated broker’s/managing broker’s limited dual agency;
- The amount the firm will be compensated and who will pay the compensation; and
- Any other agreements between the parties.

Additional Information

There are other changes to the law that provide additional consumer protections related to the duties that brokers owe to all parties in a transaction.



Revised Pamphlet

The pamphlet entitled [“Real Estate Brokerage in Washington”](#) provides an overview of the revised Agency Law.



Revised Agency Law

[Substitute Senate Bill 5191](#) sets forth the revised Agency Law in its entirety.