

## APPLICATION AND APPROVAL PROCESS

- Use our application as provided
- Each person 18 years and older must fill out an application—please include photo ID and pay stubs
- Application must be filled out completely and signed by applicant
- Use a credit or debit card for the \$33 screening fee, if payment is not included on the application it is not considered a complete application and will not be screened
- Enter property address, rent amount and lease length desired on the application

The application will be reviewed by the property manager and the applicant will be contacted to review terms.

Screening may take 24-72 hours depending on how busy the screening company is at that time.

The property will remain on the market, and will continue to be shown to prospective applicants until a lease is signed and payment made to secure the property.

- It is not possible to 'hold' a property or put a deposit down prior to application approval.

### Application screening includes:

- Credit check
- Criminal background search
- Rental reference and verification
- Employment and income verification

Please remember to provide proof of income to help expedite the process.

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## DENIAL OF APPLICATION

- A criminal background will result in an automatic denial of an application
- Collections, liens, slow pay or bankruptcy may result in the denial of an application
- A poor landlord reference may result in the denial of an application
- Applicants must make 3 times the rent per month to qualify

### The lease will be written once:

- The application is approved and/or
- A response from the owner is obtained

**RETURN APPLICATION TO:**

ABODA Property Management  
6525 240th St. SE Bldg. B  
Woodinville, WA 98072  
425-861-0500



Rent: \$ \_\_\_\_\_  
Move in: \_\_\_\_\_  
Lease length: \_\_\_\_\_

**\$33.00 Non-Refundable Screening Fee.**  
Each person 18 years and older **MUST** fill out a separate application.

Address of Rental Property: \_\_\_\_\_ Unit#: \_\_\_\_\_  
Applicant's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Social Security#: \_\_\_\_\_ Driver's License: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Other Occupant's Name, Age and Relationship: \_\_\_\_\_ Email: \_\_\_\_\_

**CURRENT ADDRESS:**

Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Apt#: \_\_\_\_\_ Name of Apt: \_\_\_\_\_  
Move in date: \_\_\_\_\_ Move out date: \_\_\_\_\_  
Rent  Own  Monthly amount: \_\_\_\_\_  
Landlord/Mortgage Co. name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Landlord's/Mortgage Co. telephone #: \_\_\_\_\_  
Email: \_\_\_\_\_

**PRIOR ADDRESS:**

Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Apt#: \_\_\_\_\_ Name of Apt: \_\_\_\_\_  
Move in date: \_\_\_\_\_ Move out date: \_\_\_\_\_  
Rent  Own  Monthly amount: \_\_\_\_\_  
Landlord/Mortgage Co. name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Landlord's/Mortgage Co. telephone #: \_\_\_\_\_  
Email: \_\_\_\_\_

**CURRENT EMPLOYER:**

Company: \_\_\_\_\_  
Telephone#: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Hire date: \_\_\_\_\_ Salary: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Full  Part time:

**ADDITIONAL INCOME:**

Source: \_\_\_\_\_  
Monthly Income: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Telephone#: \_\_\_\_\_  
Comments: \_\_\_\_\_


Pets? Yes  No  If yes, number, size, age and type(s): \_\_\_\_\_  
Have you ever used any other names? Yes  No  If Yes, name(s): \_\_\_\_\_  
Have you ever been convicted of a crime? Yes  No   
Have you ever been evicted or refused 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 Inc. I certify to the best of my knowledge all statements are true and complete. I further authorize AccuSearch Inc. 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:  P.O. Box 644  
Ferndale, WA 98248  
Phone: 1-877-646-4466  
Fax: 1-877-646-4467

I authorize AccuSearch, Inc. to charge my credit card account.  
Visa:  MasterCard:  American Express:   
Card number: \_\_\_\_\_  
Amount \$: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Code: \_\_\_\_\_  
Signature: \_\_\_\_\_