

If any applicant needs assistance, known as "reasonable accommodation," in the application process, please advise the landlord.

**APPLICANT PROCESS – Applicant is urged to review the screening criteria to determine if requirements can be met.**

- ❖ Applicant(s) is urged and may be required to view the interior of the property before submitting an application.
- ❖ At time of application, applicant(s) shall provide a copy of one piece of valid & current photo identification (i.e. Driver's License, Passport, etc.).
- ❖ Each proposed occupant age 18 and over shall submit a completed application.
- ❖ Each applicant shall have a legally issued U.S. Social Security Number.
- ❖ A \$45 application fee must be paid per adult. Fee is \$75 per married couple. A co-signer fee of \$25 may apply. These fees are non-refundable.
- ❖ In the event applicant(s) is/are approved, a one-time \$100 Administrative Fee must be paid at time of Lease Signing.
- ❖ Applications are processed in the order they are received. Applications with unpaid fees or applications that are incomplete, un-signed, inaccurate, or illegible will be returned and not processed, and any paid application fees will be forfeited.
- ❖ Acceptance or denial of the application may take up to three (3) business days. Lack of action or commitment on the applicant(s) part may result in denial of the application.
- ❖ **Upon application approval, applicants(s) may be required and should expect to pay Security Deposit, sign lease agreement and/or pay applicable fees and/or deposits within one (1) business day.**

**GENERAL CRITERIA – Each adult applicant must qualify individually, regardless of age, and MUST MEET ALL THE FOLLOWING CRITERIA. Applicants who do not qualify under these guidelines will be asked to obtain a valid cosigner and/or the application may be denied.**

➤ **INCOME:**

- ❖ Each applicant's income shall be at least three (3) times the monthly rent.
- ❖ Each applicant must show at least 2 years of continuous employment meeting the combined income criteria of 3x monthly rent.
- ❖ At the time of application, it is the obligation of each applicant to provide proof of income by submitting copies of the following: If employed, copies of the last two (2) pay stubs and last year's W2 OR if self-employed, copies of last two (2) years tax returns and three (3) months' bank statements in the following increments: current, 6 months previous and 12 months previous. Other forms of proof may be considered from applicants with special income circumstances, such as retired persons and social security recipients.
- ❖ Stability of the source and amount of income during the past five years may be considered.
- ❖ All sources of employment and non-employment income shall be legally obtained and verifiable.
- ❖ Housing and utilities shall not exceed 35% of total income. Installment debt payments shall not exceed 35% of total income. If the applicant does not have installment debt, income to debt ratio for housing may be permitted to be up to 50% of income.

➤ **HOUSING:**

- ❖ The applicant(s) shall provide information necessary to verify current and previous rental history for the past three years.
- ❖ Each applicant's two (2) most recent years of address history must be verifiable, paid and from a non-related Landlord OR demonstrate on-time mortgage payments for at least the most recent two (2) years.
- ❖ If the applicant's housing during the past five years has included home ownership, mortgage payment history shall be considered.

➤ **CREDIT WORTHINESS:**

- ❖ Credit worthiness may be determined from a credit report, which should reflect prudent payment history and a credit score of greater than 670.
- ❖ Each applicant's history should be free of evictions, judgments, collections and bankruptcies.
- ❖ A valid explanation may be considered by owner/agent if provided by applicant(s) IN WRITING.

➤ **OTHER:**

- ❖ Westview Real Estate may run a criminal background check. Arrests and/or convictions may be evaluated. Any individual whose occupancy could constitute a direct threat to the health or safety of other individuals or could result in physical damage to the premises will be denied.
- ❖ The behavior and demeanor of applicants during the application process will be considered.
- ❖ Any information that is incomplete, illegible, inaccurate, or falsified may be grounds for rejection or termination of the rental agreement upon discovery.

**LIMITATIONS-**

- ❖ Advertised rental amounts are based on single occupancy per bedroom and/or studio. Rental price will increase \$25/per extra occupant.
- ❖ All units require Renter's Insurance throughout Lease Term.
- ❖ Smoking is prohibited in the unit and building, as well as within 30 feet of the building at any time.
- ❖ Pets (Cats ONLY) may or may not be permitted, dependent on the owner/agent. In the event a pet is permitted, tenant will be subject to a pet fee and deposit, payable at beginning of occupancy.
- ❖ The owner/agent will allow aid animals or modifications to the unit necessary to assist those with disabilities.

**VARIANCE POLICY-**

- Failure to meet the screening criteria as stated may be grounds for:
  1. Denial of the application;
  2. If cosigner is accepted, valid photo ID is required. Such individuals(s) will also be required to meet the screening criteria and may be required to provide proof of such.
  3. Requirement of payment of an additional deposit.
  4. Additional documentation may be considered in lieu of a US Social Security Number.



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Cornerstone Office | 2230 Cornerstone Lane | Suite 116 | Bellingham, WA 98226 | 360.671.5995 [p] | 360.392.6101 [f] | westviewrentals.com

Office Use Only: \_\_\_\_\_  
(initial) \_\_\_\_\_ ID Verified & Copied \_\_\_\_\_ Fees Received (\$\_\_\_\_\_ paid by: \_\_\_\_\_)

Each occupant over the age of 18 MUST fill out a separate application (even if married). Complete all section thoroughly or write N/A.

Property Address: \_\_\_\_\_ Unit #: \_\_\_\_\_ Seen Unit?: Y N

Desired Move-in Date: \_\_\_/\_\_\_/\_\_\_ Latest Move-in Date: \_\_\_/\_\_\_/\_\_\_ Rental Price: \$\_\_\_\_\_

How did you hear about us?  westviewrentals.com  Western Front  Sign at Property  
 Craigslist  Trulia  Zillow  Other: \_\_\_\_\_

## Personal Information

Legal Name: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_ Marital Status: \_\_\_\_\_

Social Security #: \_\_\_-\_\_\_-\_\_\_ ID Type: \_\_\_\_\_ ID#: \_\_\_\_\_ State: \_\_\_\_\_

Email: \_\_\_\_\_ Primary Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Proposed Occupant Names (other than self): \_\_\_\_\_ Proposed # of Occupants: \_\_\_\_\_

[1] \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

[2] \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

## Address History

[previous 3 years required]

**Current** Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Rent  Own  Other Monthly Rent/Mtg: \$\_\_\_\_\_ From: \_\_\_/\_\_\_/\_\_\_ To: **current**

If renting, when does lease expire? \_\_\_\_\_ Owner/Mgr: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Previous** Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Rent  Own  Other Monthly Rent/Mtg: \$\_\_\_\_\_ From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_

Owner/Mgr: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Previous** Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Rent  Own  Other Monthly Rent/Mtg: \$\_\_\_\_\_ From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_

Owner/Mgr: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

## Personal References

[required – non-related ONLY]

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

# Emergency Contacts

[required]

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

# Employment/Income History

[Previous 2 years required - proof of income required. See Screening Criteria for details]

Employed Full Time  
 Employed Part Time  
 Retired  
 Unemployed  
[cosigner required]  
 Full Time Student  
[cosigner required]

Current Employer: \_\_\_\_\_ Gross Monthly Income: \$ \_\_\_\_\_ Phone: \_\_\_\_\_  
MO/YR Started: \_\_\_\_\_ MO/YR Ended: \_\_\_\_\_ Position: \_\_\_\_\_  
Full Address: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Gross Monthly Income: \$ \_\_\_\_\_ Phone: \_\_\_\_\_  
MO/YR Started: \_\_\_\_\_ MO/YR Ended: \_\_\_\_\_ Position: \_\_\_\_\_  
Full Address: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Gross Monthly Income: \$ \_\_\_\_\_ Phone: \_\_\_\_\_  
MO/YR Started: \_\_\_\_\_ MO/YR Ended: \_\_\_\_\_ Position: \_\_\_\_\_  
Full Address: \_\_\_\_\_

# Vehicle Information

[Not all units include parking. Please verify before applying.]

List Yours Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ LIC#: \_\_\_\_\_ State: \_\_\_\_\_  
Only: Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ LIC#: \_\_\_\_\_ State: \_\_\_\_\_

# Pets

**Not all properties allow pets.**

*Approved pets (max 2) will require  
upfront payment of \$200  
deposit/\$300 non-refundable fee.*

Name: \_\_\_\_\_ Type: \_\_\_\_\_ Color: \_\_\_\_\_ Age: \_\_\_\_\_ Weight: \_\_\_\_\_  
Name: \_\_\_\_\_ Type: \_\_\_\_\_ Color: \_\_\_\_\_ Age: \_\_\_\_\_ Weight: \_\_\_\_\_

# Other Information

Will smokers live on the property? Y / N  
[All properties have a strict no smoking policy]

Have you ever filed bankruptcy? Y / N  
If yes, explain: \_\_\_\_\_

Have you ever been sued? Y / N  
If yes, explain: \_\_\_\_\_

Have you ever been convicted of a crime? Y / N  
If yes, explain: \_\_\_\_\_

Have you ever been evicted? Y / N  
If yes, explain: \_\_\_\_\_

Have you ever broken a lease? Y / N  
If yes, explain: \_\_\_\_\_

*Applicant represents that all statements made above are true and correct and hereby authorizes verification of the following items included, but not limited to obtaining; a credit report, a criminal history report, banking and employment history for the purposes of renting a single-family home, townhouse, condominium or apartment from Westview Real Estate, Inc. This application is for qualification purposes only and does not in any way guarantee the applicant that he/she will be offered this property. Processing fees are non-refundable. False, fraudulent or misleading information is cause to immediately reject this application, or subsequent eviction. Applicant also understands that Westview can and will accept more than one application for this rental property and Westview at its sole discretion will select the best qualified tenant. Applicant understands that he/she acquire no rights in the rental unit until he/she signs a lease agreement. Applicant agrees to hold harmless both Westview and previous and future rental owners or managers from any liability for providing written or verbal information regarding the quality of tenancy. Applicant also represents that he/she has read and understood the entire application. Applicant also agrees that he/she has received, read and understood a written copy of the screening criteria used to approve or decline the application.*

Applicant's Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_



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# Cosigner Agreement

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Property Address: \_\_\_\_\_

All tenants occupying unit:

Name: _____	Relationship: _____	Are you cosigning for this tenant?*	_____
Name: _____	Relationship: _____	Are you cosigning for this tenant?*	_____
Name: _____	Relationship: _____	Are you cosigning for this tenant?*	_____
Name: _____	Relationship: _____	Are you cosigning for this tenant?*	_____

\*Please review Statement of Guaranty for your responsibilities as a cosigner.

Lease Term: **Beginning & End Date as defined by the Lease**      Total Monthly Rent: \$ \_\_\_\_\_

**Personal Information:**

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Gov't ID#: \_\_\_\_\_ Type of ID: \_\_\_\_\_ Issuing State: \_\_\_\_\_ Expiry: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Preferred Contact Method: \_\_\_\_\_ Single or Married? \_\_\_\_\_ Rent or Own?: \_\_\_\_\_ # of years: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Current Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Work Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Position: \_\_\_\_\_ Gross Monthly Income: \$ \_\_\_\_\_

**If you would like your spouse's income to be considered, please complete the following\*\*:**

Name: \_\_\_\_\_

Current Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Work Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Position: \_\_\_\_\_ Gross Monthly Income: \$ \_\_\_\_\_

**Statement of Guaranty:** I have no intentions of occupying the unit referenced above. However, as a cosigner for the above named tenant(s), I acknowledge that I will unconditionally guarantee payment of rent under the Lease Agreement for the rental unit referenced above and know that I am bound by the terms and conditions of the Lease. If the tenant(s) default in the payment of any installment of rent or other Lease provision, or fail to comply with the terms of the Lease in any way, Guarantor shall pay upon demand, the amount of rent due, the amount of damage and/or cleaning expense incurred to restore the unit to the condition in which it was originally rented to the above tenant(s) less normal wear and tear, and/or pay the amount of income lost due to the breaking of the Lease or other failures to comply with the terms of the Lease Agreement. **Washington State Law states that each signer on a Lease (including a cosigner) is equally and separately liable for the entire rent during the term of the Lease.** The Guarantor's liability hereunder shall not be affected by reason of any extension of time for payment of any installment granted by the Landlord to the tenant(s). **This guarantee shall not be revoked during the term of the Lease, even if tenancy is extended and/or changed in its terms.**

*By signing below you authorize Westview Real Estate to contact credit agencies to verify any credit and/or employment records. Please submit this form with a color copy of your ID. You also declare under penalty of perjury under the laws of the State of Washington that the information contained herein is true and correct. Delivery of a facsimile or other copy of this Agreement has the same effect as delivery of an original.*

Cosigner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

\*\*If we will be considering spousal income, Spouse's signature is also required.

Spousal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Office Use Only
Please initial to acknowledge receipt of \$25 non-refundable fee:
_____ Initials
_____ Date



# Electronic Payment Authorization

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**Complete one of the following payment method options if you are otherwise unable to deliver payment via check, money order or cashier's check and would like us to debit your account or credit card instead. Applications are not considered complete without payment.**

Name(s) of Applicant(s): \_\_\_\_\_  
Property Address: \_\_\_\_\_

\$45 x \_\_\_\_\_ Application(s) = \$ \_\_\_\_\_  
\$25 x \_\_\_\_\_ Cosigner(s) = \$ \_\_\_\_\_

**We will add 3% to the total for payments made by credit or debit cards**

## Bank Account / EFT

Checking or Savings: \_\_\_\_\_  
Name on Account: \_\_\_\_\_  
Routing Number: \_\_\_\_\_  
Account Number: \_\_\_\_\_

---OR---

## Credit / Debit *[Visa, Mastercard, Discover] + 3% charge*

*\*\*If you would prefer to call in with your card number and/or CVV, please fill out all other info, including the last 4 digits of the card # before doing so\*\**

Name on Card: \_\_\_\_\_  
Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Expiration: \_\_\_\_\_  
CVV: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
\_\_\_\_\_

I hereby authorize Westview Real Estate to make a one-time withdrawal of \$ \_\_\_\_\_ (plus 3% if paying with debit or credit). I understand that if any electronic payment is returned unpaid by my bank or financial institution for any reason, I will be charged \$35.00 in addition to any resulting outstanding balance.

Signature of Account Holder: \_\_\_\_\_