



RESIDENTIAL RENTAL APPLICATION
 This application must be completed in full and signed.

Contact Name _____
 Property _____
 Manager's Phone _____
 Address _____
 Rent Amount _____ Apt. # _____

If there is a co-applicant, use a separate form.
 DARCO, Inc. reserves the right to refuse to consider any application unless all questions are answered completely and honestly.
 Move In Date _____

How did you hear about this apartment?

Drive/Walk By Apartment Guide Phone Book Seattle Times/PI Referral
 Queen Anne News Capitol Hill Times Seattle Apartment Source Craigslist Other _____

Identification:

Applicant's Name _____ DOB ____ / ____ / ____ SSN _____
 Driver's Lic./ID _____ ID Address _____
 Additional Names Used _____ Home Phone _____ Cell Phone _____
 E-mail Address _____ Passport/Alien # _____

Others to occupy unit (Apartment size and number of bedrooms dictates the number of occupants):

Name _____ Relationship _____ DOB ____ / ____ / ____
 Name _____ Relationship _____ DOB ____ / ____ / ____
 Name _____ Relationship _____ DOB ____ / ____ / ____

Residential History:

Current Address _____ Apt. # _____ City _____ State _____ Zip _____
 Complex Name _____ Manager _____ Phone _____
 Rent Own Date From _____ To _____ Rent Amount _____ Reason for move _____
 Previous Address _____ Apt. # _____ City _____ State _____ Zip _____
 Complex Name _____ Manager _____ Phone _____
 Rent Own Date From _____ To _____ Rent Amount _____ Reason for move _____
 Previous Address _____ Apt. # _____ City _____ State _____ Zip _____
 Complex Name _____ Manager _____ Phone _____
 Rent Own Date From _____ To _____ Rent Amount _____ Reason for move _____

Employment History (Please list the last 4 years):

Employer _____ Address _____ Position _____
 Supervisor's Name _____ Phone _____
 Gross Mo. Salary _____ Hourly _____ Start Date _____ End Date _____ Full Time Part Time Temp.
 Previous _____ Address _____ Position _____
 Supervisor's Name _____ Phone _____
 Gross Mo. Salary _____ Hourly _____ Start Date _____ End Date _____ Full Time Part Time Temp.
 Other Additional Sources of Income _____

Auto #1: Make _____ Model _____ Year _____ Color _____ State/License Plate # _____
 Auto #2: Make _____ Model _____ Year _____ Color _____ State/License Plate # _____

Personal References:

Local Acquaintance _____ Phone _____ Address _____
 Nearest Relative _____ Phone _____ Address _____
 Emergency Contact _____ Phone _____ Address _____

Public Records:

Any answer left blank will be deemed to be answered "NO" and may be the basis for denial or termination of tenancy.
 Have you or any member of the household occupying the unit ever been evicted? Yes No If yes, Property Name & Address _____

Have the police ever been summoned to your home? Yes No If yes, explain _____
 Do you or any member of the household occupying the unit have any civil judgments against you? Yes No If yes, explain _____

Have you or any member of the household occupying the unit ever broken a rental agreement or lease or been asked to vacate a rental property?
 Yes No If yes, explain _____

Have you or any member of the household occupying the unit:
 Been arrested? Yes No Convicted of illegal drug activity? Yes No Refused to pay rent? Yes No Filed bankruptcy? Yes No

Are you or any member of the household occupying the unit a sex offender? Yes No

Application Approved by: _____ Title _____

Agreement

We, the undersigned, represent that all statements above are true and complete. I/we further acknowledge that any false information or information withheld may be grounds for rejection of application or later termination of tenancy. I/we agree that the landlord or his agent may research our credit rating, our public records, our criminal history, our tenant history or any other type of information that would reflect upon our desirability as a tenant, by any means in existence. I/we have read and understand the agreement and affix my/our signature/s hereto. I/we will adhere to all terms of the rental agreement.

I/we understand that I/we acquire no rights in an apartment until I/we sign an agreement in the form submitted to me and make a deposit of \$ _____ on apartment # _____, which is to be held in accordance with the rental agreement and be applied to the nonrefundable cleaning fee.

In consideration of the landlord holding this apartment for me, I/we hereby waive all rights to the return of this deposit; and said deposit shall be retained as liquidated damages in the event I/we do not choose to enter into agreement applied for herein. In the event said application for tenancy is not accepted by landlord, the deposit shall be returned to applicant, allowing sufficient time for bank clearance of checks, less a \$40.00 reference/credit checking fee. If the application is approved by the landlord, the agreed upon move-in date will be _____.

Applicant's Signature _____ Date _____

Comments: _____



Darco, Inc.
Fair Housing Policy/Guidelines

Policy:

Darco Inc's policy is and always has been not to discriminate against any person because of race, color, religion, sex, national origin, disability, parental status, marital status, age, sexual orientation, ancestry, political ideology or rent subsidy support such as Section 8, or any other recognized protected class in the jurisdiction in which the property is located. Darco, Inc. conducts all business in accordance with Federal Housing Law as well as local and state laws

Rental Criteria

The rental application must show that the potential resident is a qualified applicant. "Qualified" means: persons who meet income requirements in relation to rent, who will pay the rent in full and on time and who will be considerate of other renters and respect the property. This is determined by confirmed information provided on the rental application:

- A. Income equivalent to three times the amount of rent
- B. Employment verified or other source of income confirmed.
- C. Credit report indicating good payment records.
- D. The applicant is a considerate neighbor. This is confirmed by previous landlords, current landlords and/or other sources. This means:
 1. Takes care of the property.
 2. Follows house rules.
 3. Adheres to terms of the rental agreement.
 4. Does not conduct illegal activity.

Service/Companion Animals

Rules designating no pets will be waived to accommodate the need for certified assist animals. Seeing eye dogs and other animals used as "service animals" are permitted to reside in the apartment with the resident. Legal documentation to verify this need may be requested.

Special Needs: Darco, Inc. is willing to make reasonable accommodations to rules and reasonable modifications to the apartment itself that may be required for those individuals with special needs. The cost of such modifications will be assumed by the resident. All reasonable accommodation or medication requests must be in writing.

Exceptions: At the written request of the applicant, an exception to the above criteria may be made subject to the final approval of Darco, Inc. Senior Management.

Application Process

Before the application is processed and evaluated, Darco, Inc. management requires that an applicant:

- A. Has selected a particular available unit.
- B. Has agreed upon a move-in date.
- C. Has submitted a completed application for each adult prospective resident. Married couples need to submit individual completed rental applications.
- D. Has submitted the entire move-in fee which includes both the application fee and the cleaning fee.
- E. Understands that if the application is approved with or without conditions, including but not limited to first and last month's rent, additional security deposit, if any, or extra cleaning fee or co-signer, the application fee and cleaning fee become non-refundable and shall not be returned under any circumstance. If a rental agreement is signed, the fee will be allocated toward either the cleaning fee or first month's rent at Darco, Inc.'s choice. If the applicant is approved and chooses not to sign a rental agreement, the fees will be forfeited as liquidated damages for holding the unit off the market during the screening and decision process. In the event that the application is denied by Darco, Inc. management, the cleaning fee will be refunded within a reasonable time, after allowing sufficient time for bank clearance of checks, less the application fee.
- F. Understands that if the application is approved, the full first month's rent must be paid before move-in. The second month's rent will be prorated accordingly if the move-in occurred on any day other than the 1st of the month.