



2110 Bill McDonald Parkway, Suite 1 • Bellingham, WA 98225 • Phone: 360-734-5374 Fax: 360-734-5647
Viking Gardens • University Heights • Taylor Heights Apartments

APPLICATION POLICIES AND PROCEDURES

We require the following funds to be paid at the time you submit your completed application. These are HOLDING FEES to hold your room until your lease is signed. Upon lease signing, \$150 will be applied to your refundable Security Deposit. **Checks or money orders should be made payable to Painless Properties. WE DO NOT ACCEPT CASH PAYMENTS.**

DESCRIPTION OF FEE	AMOUNT
Non-refundable application fee (resident)	\$ 40
Non-refundable application fee (Co-Signer)	\$ 20
Non-refundable administration fee:	\$200
Refundable security deposit	\$150

Note: The Security Deposit MUST be a separate check!

Your application will be processed by Domin-8 which is associated with our software program. If, for some reason, your application is denied, and you are not able to provide a qualified co-signer we reserve the right to request the last 3 months rent be paid in advance.

1. Payment of the above funds **will reserve a specific room** if applying for a room that is available now.
2. If you are Pre-Leasing for next Fall, you will need to pay the above funds as Holding Fees when you submit your application. Once your application has been approved, we will add your name to our Pre-Leased list. We assign rooms based on your preferences, availability, position on the list, and roommate profiles. The sooner you submit your application, the higher you will be on the list and the better your chances of getting your preferred room. If your application is denied, the Deposit and Non-refundable Fee will be returned to you. Application fees will not be refunded.
3. If you are applying with a group for an entire apartment, we can hold an apartment for 48 hours provided at least one (1) person in the group has completed an application and paid his/her holding fees.
4. Once you have paid your holding fees and signed the Deposit/Holding Fee Agreement, all monies paid will be **FORFEITED** if you change your mind or have to cancel for any reason. This includes waiting on others in a group to submit their applications and holding fees.
5. If you need a co-signer, the Co-Signer Application and fee must be submitted with your application. Your application will not be processed without it. We will need the notarized "Exhibit K Co-signer Agreement" as soon as possible after the application has been approved. An alternative to having this document notarized is to have your co-signer bring it and their picture ID in person to our leasing office.
6. All lease terms will be for full lease months, commencing on either the 1st or 15th day of a month, depending on room readiness. If your room actually becomes ready earlier than the 1st or 15th, AND you want to move in early, you will pay a prorated rent for the days prior to your first full lease month. (Example: You have a 10-month lease rate and your room is due to be ready on September 15th but you move-in on September 12th. Your lease would commence Sept 12th with prorated rent to September 15th, which would begin your 10 full month commitment. Your monthly rent is due on the 15th of each month. Your lease term would terminate on July 14th the following year).
7. Move-ins during regular business hours only, Monday-Saturday 8:30 AM to 4:30 PM. We recommend signing your lease prior to move-in. That way all you have to do is pick up your keys and pay rent on move in day. No waiting in line!
8. **WE HAVE NO SMOKING, NO PET, and NO DRUG POLICIES IN PLACE. VIOLATIONS COULD RESULT IN AN IMMEDIATE EVICTION DEPENDING ON THE VIOLATION.**

Printed Name _____

Signature _____

Date _____

Residential Acceptance Policy

We are working with neighbors and other landlords in this area to maintain the quality of the neighborhood. We want to make sure that people do not use rental units for illegal activity. To that end, we have a thorough screening process.

If you meet the application criteria and are accepted, you will have the peace of mind of knowing that other renters in this area are being screened with equal care, and as a result, there may be a reduced risk of illegal activity occurring in the area.

Please review our list of criteria. If you feel you meet the criteria, please apply. Please note that we provide equal housing opportunity: we do not discriminate on the basis of race, color, religion, sex, handicap, national origin, familial status or any other protected class.

Screening Criteria

- ✓ **Application Fee.** A \$40 application fee is required for each resident application plus \$20 for a Co-signer if one is required.
 - ✓ **A complete application: one for each adult (18 year of age or older).** If a line is not filled in or the omission explained satisfactorily, we will return it to you.
 - ✓ **Poor credit/No credit.** If your credit score is below 650 you will need a qualified co-signer. If you have no credit you will need a qualified co-signer.
 - ✓ **Check writing history.** We will obtain a check writing history report. If you have a history of writing NSF checks you may be denied approval or will need a qualified co-signer.
 - ✓ **Rental history verifiable from unbiased sources.** Family rental references are not considered unbiased. If you are related by blood or marriage to your previous landlords we will require: a qualified co-signer on your rental agreement (qualified co-signers must meet all applicant screening criteria)

It is your responsibility to provide us with the information necessary to contact your past landlords. We reserve the right to deny your application if, after making a good faith effort, we are unable to verify your rental history.

If you owned – rather than rented – your previous home, you will need to furnish mortgage company references.
 - ✓ **Sufficient income/resources.** Your rent must not exceed 1/3 of your monthly income, before taxes. If your income does not meet these guidelines you will be required to have a qualified co-signer or provide proof that you have the ability to pay for the entire term of the lease (i.e. trust fund, student loans, grants, scholarships, social security, retirement fund, etc.)

We must be able to verify independently the amount and stability of your income. (For example, through Student loan declarations, pay stubs, employer/source contact, or tax records. If self-employed: business license, tax records, bank records, or a list of client references.)
- For Section 8 applicants, the amount of assistance will be considered part of your monthly income for purposes of figuring the proportion. license, tax records, bank records, or a list of client references.) For Section 8 applicants, the amount of assistance will be considered part of your monthly income for purposes of figuring the proportion.
 - ✓ **A Photo ID with applicants birthdate must be shown.** This can be a driver's license or other government issued photo identification card). ID must be presented with the completed application.
 - ✓ **All Non-resident applicants must present two pieces of Identification.** We accept the following: I-20, Current Passport, Green Card, Certificate of Eligibility for Nonimmigrant Student Status, Student Identification, State Issued Drivers License or United States Issued Social Security Card.
 - ✓ **False information is grounds for denial.** You will be denied rental if you misrepresent any information on the application. If misrepresentations are found after a rental agreement is signed, your rental agreement will be terminated.
 - ✓ **Criminal convictions for certain types of crimes will result in denial of your application.** *We take criminal history seriously.* You will be denied approval if, in the last 7 years, you have had a conviction for any type of crime that would be considered a serious threat to real property or to the other residents' peaceful enjoyment of the premises, including the manufacture or distribution of controlled substances. You will be required to sign a "Crime-Free Lease Addendum" if your application is approved.
 - ✓ **Certain court judgments against you may result in denial of application.** If, in the last 7 years, you have been through a court ordered eviction, or had any judgment against you for financial delinquency, your application will be denied. This restriction may be waived if there is no more than one instance, the circumstances can be justified and you provide a qualified co-signer on your rental agreement.

Applications are processed on a first come first serve basis. It is our policy to rent to the first qualified applicant(s) who submits a completed rental application. Rental units become available when they are ready to rent. We update our list of available rentals regularly. A unit that was unavailable in the morning may become available later that same day. We reserve the right to change availability dates at our discretion and without warning.

By signing this form, I am acknowledging that I have read and understand the above "Residential Acceptance Policy". I also understand that for any of the reasons listed above, I can be denied approval for a rental unit. I understand that if denied, I may request in writing the opportunity to clarify my situation and Painless Properties Inc. does not guarantee that any clarification I make regarding my situation will alter their decision.

My signature is also granting Painless Properties Inc. and its agents the authorization to verify the information listed on my rental application. I understand that credit, criminal and check writing reports will be requested. I also understand that my bank, employer and previous landlords will be contacted.

Applicant Signature: _____ Date: _____



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TENANT RENTAL APPLICATION

Date: _____ Preferred Property: _____ Unit #: _____

Name: _____ Gender: _____

Date of Birth: First ____ / Last ____ / MI ____ SSN: ____ - ____ - ____ Driver's License #: _____
mm/dd/yyyy

Phone: HM: _____ CELL: _____

Email: _____

Current Address: _____

City State Zip

Landlord Name: _____ Phone: _____

Address: _____

City State Zip

Length of tenancy: _____ to _____ Rent Amount: \$ _____ per month
Date Date

Financial Resources (Only complete if those funds are to be used for rent):

Quarterly: Loans: \$ _____ Grants: \$ _____ Parents: \$ _____

College Fund: \$ _____ Financial Aid: \$ _____ Savings: _____ Other: _____

Employer _____ Address: _____

City State Zip

Supervisor: _____ Phone: _____ Monthly Income: _____

How did you hear about us? _____ Will you have a vehicle? _____

Do you smoke? _____ **(We have a no smoking policy)** Ever been convicted of a crime? _____

if so, describe: _____

Have you ever been evicted/asked to vacate? _____ if so, explain: _____

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 are being initiated by Domin-8 Enterprise Solutions, LLC. I/We certify to the best of my/our knowledge all statements are true and complete. I/We further authorize Domin-8 Enterprise Solutions, LLC and Painless Properties, LLC. 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.

Applicant Signature: _____ Date: _____



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CO-SIGNER APPLICATION

Applicants Name: _____

Co-signers Name: _____ Relationship: _____
First Last MI

DOB: ____/____/____ SSN: ____-____-____ Email Address: _____

Phone: HM: _____ Cell: _____

Current Address: _____

Occupancy dates: From _____ to _____
City State Zip

Former Address: _____

(If less than 5 years at current address)
Occupancy dates: From _____ to _____
City State Zip

Current Employer Name: _____

Address: _____
City State Zip

Supervisor: _____ Phone: _____

How Long: _____ to _____ Job Title: _____
Date Date

Net Monthly Income: _____ Other Resources: _____

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 are being initiated by Domin-8 Enterprise Solutions, LLC. I/We certify to the best of my/our knowledge all statements are true and complete. I/We further authorize Domin-8 Enterprise Solutions, LLC and Painless Properties, LLC. 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.

Co-Signer Signature: _____ Date: _____

EXHIBIT K CO-SIGNER AGREEMENT

MUST be Notarized or presented to Landlord in person by Co-Signer with photo ID

I, _____, as co-signer, agree to pay monthly rent in the amount of _____ (\$ _____) per month for the property located at _____, in the City of Bellingham, WA. 98225 ("Premises"), for _____ ("Resident"), my _____, in the event that he or she is unable to make the monthly payments for the full term and any renewal term(s) of their Lease Agreement with Painless Properties, LLC ("Landlord")

I have completed a Co-Signer Application for the express purpose of enabling Landlord to check my credit. I have no intention of occupying the dwelling referred to in the Lease Agreement above.

As CO-SIGNER for the above named RESIDENT, I acknowledge that I am aware of the fact that I unconditionally guarantee payment on the Premises referenced above, and that I am also bound by the terms and conditions of the Lease Agreement, and if there is a default in payment on the Premises I shall, upon demand, pay the FULL amount in arrears to the LANDLORD. I also accept full responsibility for all costs related to RESIDENT'S tenancy. This includes any unpaid rent, fees and damages for which the Resident is responsible.

I understand that I may be required to pay for rent, cleaning charges, or damage assessments in such amounts as are incurred by RESIDENT under the terms of this CO-SIGNER AGREEMENT if, and only if, RESIDENT fails to pay within the time frame allowed on any notices or move out statements. I also understand that I will receive copies, via USPS, of any and all notices sent to the Tenant I am co-signing for.

I also understand that this CO-SIGNER AGREEMENT will remain in force throughout the entire term of tenancy, even if tenancy is extended and/or changed in its terms.

I hereby declare under penalty of perjury under the laws of the State of Washington that the above is true and correct.

SIGNATURE: _____ DATE: _____

=====

STATE OF _____ COUNTY OF _____

On this day, before me, personally appeared _____, to me known to be the individual described in and who executed the within and foregoing instrument and acknowledged that He or She signed the same as a free and voluntary act and deed for the use and purpose herein mentioned. GIVEN UNDER MY HAND AND OFFICIAL SEAL this _____ day of _____, 20____.

SIGNATURE: _____

Notary Public in and for the State of _____

Residing at _____ in said _____ County.

My commission expires on _____.

PERSONALITY PROFILE (Please print legibly and be honest)

False statements could match you up with Roommates that don't share your true interests or personality!

Name _____ Bldg/Apt/Room # _____ Date _____

Age _____ Academic Year _____ Major _____

Hometown _____ State _____ Country _____

Goals _____

Hobbies _____

Study Habits _____

Serious or not so serious student _____

Introvert or Extrovert _____ Do you make friends easily? _____

Do you like meeting new people? _____ Are you easy to get along with? _____

Homebody or rarely home? _____ Are you a loner/Anti-social? _____

Are you easy going? _____ Or a little up tight? _____

Would you consider living in a co-ed unit? _____ What would be your concerns, if any? _____

Night owl or early riser? _____

Tolerate noise or prefer quiet? _____

Party a little, a lot, or not at all? _____

Do you smoke? _____ Are you tolerant of people who do? _____ Are you allergic to smoke? _____

How do you like to spend your free time? _____

What type of environment makes you most comfortable? _____

What are your favorite TV programs? _____

Least favorite? _____

What kind of music do you like? _____

Least favorite music genre? _____

What are your favorite foods? _____

Least favorite foods? _____

Do you like to cook? _____ Will you cook often? _____ Will you have a meal plan on Campus? _____

What are your pet peeves? _____

On a scale of 1 – 10, how important is cleanliness to you and why? _____

How do you feel about sharing things like food, paper towels, soap, shampoo, cleaning supplies etc? _____

Other issues or concerns you have about sharing a living space and a bathroom? _____

What furniture do you have to contribute to the common living area? (Sofa, chair, TV, dining table and chairs, etc.) _____

Do you have any health issues or concerns? (Allergies, odor sensitivities, Chemical sensitivities, Vegan, etc.) _____

Phone: _____ **email:** _____

Thank you very much for sharing this information. It will make it easier to match compatible roommates with this information. Do we have your permission to share this information and your contact information with other applicants and residents?

YES NO

Signature

Date