



Pet(s) Type  Weight  Description   
 Smoking:   
 Withheld Security Deposit:   
 Arrest Detention:   
 Continued or Other Comments:

### SCREENING WORKSHEETS

FOR LEASING AGENT AND/OR RESIDENT MANAGER'S USE ONLY

Applicant:  Date applied:   
 Property Name:  Unit #:

1. Verify income:

Employment

- Name of person giving information:
- Length of employment:
- Approximate salary:
- Outlook for continued employment:  Other Comments:

Other Sources: (Housing Allowance, Government Assistance)

- Name of person giving information:
- Amount of Assistance allowed for rent:
- Time period for which assistance is guaranteed:

2. Call South Hill Apartments to run Credit and Public Records check:

Credit Record:  Approved  No record-verify SocialSec #  See Property Manager  Not Approved   
 Public Record  No record  Record, but not applicable  See Property Manager  Record is applicable

3. Call Landlord References with follow questions:

(If written authorization is requested fax this bottom paragraph of the Application to Rent and this portion of the screening worksheet.)

	PRESENT RESIDENCE	PREVIOUS RESIDENCE
a. Was rent paid promptly?	<input type="text"/>	<input type="text"/>
b. Was tenant destructive or disruptive?	<input type="text"/>	<input type="text"/>
c. Did tenant give proper notice to vacate?	<input type="text"/>	<input type="text"/>
d. Would you re-rent to this tenant?	<input type="text"/>	<input type="text"/>
e. If no, why?	<input type="text"/>	<input type="text"/>
f. Name and title of party giving reference:	<input type="text"/>	<input type="text"/>
g. Other comments:	<input type="text"/>	<input type="text"/>

4. Determine Status of Application:

Application has been:  accepted  placed on hold for future vacancy  denied due to reason listed below

Date Screened  By/Signature:  As Resident Manager  As Leasing Agent

# South Hill Apartments

## RESIDENTIAL LEASE

The undersigned adult(s), [redacted] (hereinafter called "Tenant" has on this [redacted] day of [redacted] rented from the Owner through his Agent, (hereinafter called "Agent"), the Premises known as Apartment # [redacted] (hereinafter called Apartment), in the Apartment house known as [redacted] located at [redacted], County of [redacted], Washington, beginning on the [redacted] day [redacted] of [redacted], [redacted], and ending of the [redacted] day of [redacted], [redacted] inclusive. This lease term shall not exceed 365 days. Upon expiration of this Lease term, tenancy shall become month-to-month, unless a new Lease is negotiated. Tenant shall give Owner twenty (20) days written notice, prior to the expiration of this lease or prior to the end of a monthly term following the initial term of this Lease, of their intention to terminate this lease.

### RENT

Tenant agrees to Pay [redacted], or to such other party as the Owner may designate, as rent payments of \$ [redacted] for the term of this Lease. This rent shall be payable in advance on the first day of each month. If rent is paid on the [redacted] day of the month or thereafter, an additional \$ [redacted] will be charged. In the event that this Lease commences on any other day than the first of the calendar month, rent shall be due and payable from the date of commencement to that same date the following month. On the first day of the second calendar month, rent shall be due and payable from the date of commencement to that same date of the following month. On the first day of the second calendar month, a prorated rental amount shall become due for the remaining unpaid day of the second month, thereafter; all rents shall become due and payable on the first day of each succeeding calendar month. The Tenant understands he/she will receive no rent reductions, adjustments or compensation due to repairs or interruptions of service except as provided by law. Tenant has paid an additional amount of [redacted] \$ [redacted] which shall be applied toward last month's rent upon termination of tenancy. Any other financial terms negotiated must be stated in full here.

### PAYMENT FEES

Tenant understands that the total rent is due and payable on the first of each month. A \$20.00 fee, in addition to the full amount of rent owed, will be charged for a check returned from Tenant's bank for any reason. Payment must be made by personal check, money order, or cashier's check. Cash payment will only be accepted at the offices of [redacted]. Owner or agent may refuse to accept personal checks from Tenants that have their personal checks returned by their bank. There will be a \$30 service and preparation fee charged for any Three Day Notices to Pay Rent or Vacate.

### UTILITIES

In addition to the rent, Tenant shall establish use, pay and keep current all utilities charged against the Apartment. Water, sewer, garbage and central heat may also be billed to the Tenant. Tenant agrees to be responsible for the following utility charges and agrees to pay, without delinquency, charges incurred throughout this tenancy:

electricity  natural gas  water  sewer  garbage, if water and sewer are sub-metered, check here  if utility surcharge is added to the rent, check here and describe terms:

### ASSIGNMENT

Tenant shall not assign this Lease or sub-let the Apartment or any part thereof without the written consent of Owner or Agent.

### USE

Tenant agrees the Apartment is to be used and occupied by Tenant(s), consisting of the above listed adult(s) and [redacted] person(s) under the age of 18, as a private dwelling Apartment and for no other purpose. If the Tenant should, during this tenancy, accept an additional occupant, all rights to occupancy are immediately terminated unless a new Lease is drawn satisfactorily in its terms to the Owner, and signed by all parties.

### MAINTENANCE

Tenant shall maintain the Apartment, including but not limited to, its furnishings, appliances, floor coverings, draperies, windows, sills and decks/patios in good order and in a clean and sanitary condition. Tenant agrees to reimburse Owner for any costs to restore the Apartment to its original condition due to damages caused by Tenant or Tenant's invitees or guests, such as, but not limited to fire damage, sewer backup, clogged plumbing and broken appliances. Tenant shall keep clean and orderly their apartment any assigned storage area or mutually used parking area.

### ALTERATIONS

Tenant agrees not to paint or make any alterations or additions to the Apartment or Premises, including the fixtures, locks or wiring, without prior written consent of Owner or Agent.

### ACCESS

Tenant shall allow Owner or Agent access all reasonable times to said Apartment for the purpose of inspection or to show said Apartment to prospective purchasers, mortgagees, or any other person having a legitimate interest therein, or to make necessary repairs or improvements. Owner shall, whenever practical, give Tenant forty-eight (48) hours prior notice of its intention to enter the Apartment. Tenant agrees that in case of an emergency or abandonment, the Owner may enter the Apartment without consent of the Tenant. If access is denied, Tenant can be fined up to one hundred dollars (\$100.00) after written notice of first violation.

### NOTICE TO VACATE

Tenant agrees that to terminate vacancy, twenty (20) days written notice must be given to Owner prior to the expiration on the lease or prior to the end of a monthly term following the initial term of the lease. According to the terms of this agreement, rent has been prorated to the first day of each calendar month. After the tenancy changes to month-to-month, notice given on the 15th of one month would bind the tenancy until the last day of the following month, not the 5th day of the following month. Owner may terminate the tenancy, in accordance with the State or Local ordinance, by delivering to the Tenant written notice at least twenty (20) days prior to the end of the lease or monthly term.

### RE-RENTING

Tenant agrees that Owner or Agent shall have the right to show said Apartment to prospective tenants at reasonable times for a period of twenty (20) days prior to the expiration of tenancy. Owner or Agent shall, whenever practical, give the Tenant twenty four (24) hours notice if outside of the Seattle City Limits of forty eight (48) hours prior notice if inside the Seattle City Limits of his intention to enter the Apartment, in accordance with local regulations.

### NON-REFUNDABLE CLEANING AND PROCESSING CHARGE

Tenant agrees to pay the sum of \$ [redacted] as a Cleaning and Processing Charge, which sum shall not be refunded under any circumstances.

### SECURITY DEPOSIT

Tenant agrees to pay the sum of \$ [redacted] as a Security Deposit for the performance of Tenant's obligations hereunder. This deposit does not limit the Owner's rights or Tenant's obligations. Tenant agrees the sum shall be deposited by the Agent in the Owner's Trust Account with [redacted] whose address is [redacted]. Tenant understands that all or a portion of the Deposit may be retained by the Owner upon termination of tenancy and that a refund or any portion of the Deposit to the Tenant is conditioned as follows:

- Tenant shall have complied with all of the conditions of this lease
- Tenant shall be responsible for restoring Apartment to its condition at the commencement of this tenancy as evidenced by the Apartment Inspection Report attached as Exhibit F, less wear and tear from normal usage. If a Cleaning Charge has been paid in accordance with paragraph #11, any excess cleaning costs incurred above the non-refundable cleaning charge will be deducted from the security deposit.
- Tenant shall replace or repair any missing or damaged personal property provided by the Owner, including keys.
- If occupancy is for less than a twelve (12) month period, Tenant will be liable for the cost of any required painting. If painting is required due to extraordinary circumstances such as crayon marks, nicotine stains, repair of tenant-caused holes etc. Tenant is responsible for cost of painting regardless of length of tenancy.

Within fourteen (14) days after termination of the tenancy and vacation of the Premises, the Owner shall mail to the Tenant's last known address a full and specific statement of the basis for retention of any or all the deposit, together with payment of any refund due to the tenant.

The Owner shall have the right to proceed against the Tenant to recover costs for cleaning, painting or repairs to the Apartment or Premises and replacement of lost or missing personal property, for which the tenant is responsible, which exceeds the amount of Cleaning Charge and/or Security Deposit, together with reasonable attorney's fees as provided by law.

### OTHER DEPOSITS

Tenant agrees to pay \$ [redacted] as a key and/or \$ [redacted] as garage door opener deposit refundable upon the return of such.

Tenant agrees to pay \$ [redacted] as a pet deposit/fee refundable in accordance with a written Pet Agreement attached as Exhibit A.

Initial: [redacted] Landlord: [redacted] Tenant(s): [redacted]



# South Hill Apartments

## Addendum to Lease/Rental Agreement for Apartments, Unit #

Tenant shall comply with rules and regulations shown herein below and any additional rules applicable to the Apartment and Premises, which Owner or Agent may deem necessary and which are publicly posted as provided by statute: Tenant agrees that:

Tenant, family and guests shall have due regard for the peace, comfort and enjoyment of others. Tenant acknowledges that they are responsible for their own actions and that of their guests. The noise level created by any Resident and Guest, within or outside any unit, whether it originates from television, stereo, conversation or any other source must be such that it cannot be heard in any other Resident's unit. The noise level must always be at a reasonable volume. Please be mindful that Quiet Hours are from 10PM to 8AM. Harassment of others will not be tolerated.

All requests for maintenance must be made in writing along with your permission for maintenance staff to enter your apartment if you are not at home. All leaking plumbing, electrical problems, windows, and/or defects in the Apartment or appliances not in good working order shall be reported promptly to the Agent in writing.

Tenant will not smoke, eat, drink, play or run in public halls, stairways, elevators, garage or parking areas or allow guests to do the same.

It is the responsibility of everyone to maintain the common areas in a clean and uncluttered manner. Items such as boxes, bicycles, carts or other personal effects cannot be stored in the halls, stairways, elevator, laundry rooms or other public areas, except specifically where posted rules allow. Dust mops, rugs, tablecloths, shoes and clothing shall not be shaken, cleaned or left in any of the public areas. Any toys, lawn furniture or garden equipment used in the public areas shall be promptly removed after use and always before the day's end. Nothing should be lowered, thrown or dropped from the windows or balconies.

Items allowed on private decks/patios are lawn furniture, potted plants, if maintained. No items or plants can be placed on balcony railings. Tenants are required to maintain any enclosed yards adjacent to their apartment and designated for their exclusive use. No open flame gas or charcoal barbecues on decks unless there is a sprinkler overhead, in compliance with Washington state ordinance.

Tenants must have written permission from Owner or Agent before installing an individual satellite dish. With written permission, tenants may install, at their sole expense. Small satellite dishes inside their unit or in limited common areas that are for their exclusive use such as balconies, patios, etc. Residents are not permitted to drill holes through exterior doors, walls, window frames, balconies, patios or roofs to install such of for any other purpose.

Toilets, sinks and washbasins are to be used only for the purpose for which they were intended. No dust, grease, personal hygiene products, rubbish, coffee grounds etc. are to be put into same. Repair costs incurred due to misuse of fixtures by Tenant or guests will be charged to Tenant and are subject to late fees if not paid within 30 days. Interior and exterior windowsills shall not be used for storage of personal effects, food, plants etc. Accumulations of condensation must be wiped from sills to prevent mold, mildew and rot. Unusual mold or mildew accumulations must be reported to Owner or Agent. Exhaust fans are to be used where provided. Furnishings, flammable items, bedding etc. cannot be placed near or against heaters under any circumstances.

All rubbish and garbage must be placed inside the apartment dumpsters. No large furniture or other large items shall be put in the basements, in the dumpsters or around the dumpsters without prior permission of management. Follow all recycling procedures. Resident agrees not to store or dispose of hazardous or inflammable materials on the premises, including but not limited to petroleum products, paint, used batteries. Tenant agrees to assume all costs of extermination/fumigation for infestation if infestation is caused by Tenant as determined by a licensed pest control company.

Tenant will not install blinds, awnings, shades or other non-conforming window coverings on exterior windows, without the written permission of the Owner or Agent.

Tenant will use only small picture hooks to hang pictures, mirrors and other decorative items on the walls. No screws, adhesive materials, nails, molly bolts etc. can be used without written consent of owner.

No signs or placards shall be posted in or about the Apartment or Premises without prior written permission of the Owner or Agent. Yard or garage sales are not to be held on the premises unless organized by management.

Tenant will properly use locks for doors and accessible windows. Owner or Agent shall not be held responsible for any loss or personal injury that results from tenant's failure to lock and secure their residential unit while occupied or unoccupied or Tenant's failure to report inoperable locking mechanisms. Entry doors are not to be propped open unless temporary and while attended.

Tenants are not permitted access to the roof except in the case of emergency.

The laundry and its facilities shall be used only for washing and drying resident's usual personal and household articles. No cleaning with inflammable materials or dyeing of clothes in washing machines will be permitted. The laundry machines and facilities shall be cleaned of lint, spills or soiling after each use.

Waterbeds and aquariums are not permitted unless by prior written permission of the Owner or Agent. If a waterbed or aquarium is permitted, Tenant must provide written proof of insurance to cover loss that may occur as a result of same.

All vehicles must be legally licensed, have current tabs, be in operational condition with no fluids leaking. Recreational vehicles such as campers, boats etc. cannot be parked on Premises. The maintenance and repair of vehicles on the Premises will not be permitted. Tenant shall be charged for labour to have automobile fluids that spill from tenant's vehicle removed from public area surfaces. Vehicles cannot be stored on the property without written permission. Any vehicle that does not meet these requirements must be removed from the property or it will be towed at the vehicle owner's expense within 48 hours. It is your responsibility to advise your guests of these rules.

Off-site management reserves the right to charge a "lockout fee" at any time. On-site management reserves the right to do so after hours, 10.00PM to 800AM; payable upon entry for any Tenant that misplaces their keys. Management is not required to provide lock out services.

Tenant will comply with local laws and ordinances, to refrain from the use and distribution of illegal drugs, excessive alcohol, or illegal activities, which may or may not affect the health, safety and well being of other residents.

Tenant will comply with any trespass admonishments issued by Owner or Agent. To ensure the safety and comfort of all residents Owner and Agent reserve the right to exclude certain persons who are not authorized residents, as set forth in the lease/rental agreement, from the Premises.

TENANT NAME

DATE

TENANT NAME

DATE

TENANT NAME

DATE

TENANT NAME

DATE

### ACKNOWLEDGEMENT, TERMS and RECEIPT for Application Processing Fee and Holding Deposit/Fee:

I hereby acknowledge the dollar amount required prior to move-in as listed below. I understand I acquire no rights to any rental unit until I sign a rental/lease agreement in the form submitted to me and make a holding deposit/fee of \$ \_\_\_\_\_ on the unit I have selected. This deposit/fee is to be held in accordance with the terms of this agreement plus a \$40.00 (\$3.02 sales tax included) per applicant non-refundable application processing fee. In consideration of the landlord's holding of this unit for me, I hereby waive all rights to the return of this holding deposit/fee. Said deposit/fee shall be retained as liquidated damages in the event I do not choose to enter into the rental/lease agreement applied for herein. In the event said Landlord does not accept my (our) Application for Tenancy, the holding deposit/fee shall be returned to me (us). In the event both parties accept this tenancy the holding deposit/fee shall be applied to the amounts required for move as listed below. I understand that the \$40.00 per applicant processing fee will not be refunded.

AMOUNT PAID \$ \_\_\_\_\_ DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_ REC'D BY \_\_\_\_\_ as  CK  MO  
PAID BY: \_\_\_\_\_

NOTE: A COPY OF THIS DISCLOSURE NOTICE SHALL BE A RECEIPT FOR ANY FUNDS LISTED ABOVE. A SEPARATE RECEIPT MAY BE ISSUED ON APARTMENT RENTALS. ALL RECEIPTS FOR FUTURE PAYMENTS ON PROPERTIES MANAGED BY SOUTH HILL APARTMENTS MUST BEAR SOUTH HILL APARTMENTS LOGO TO BE VALID.

**ALL PAYMENTS ARE TO BE MADE BY CHECK, MONEY ORDER OR CASHIER'S CHECK. CASH IN NOT ACCEPTED.**

### Lease/Rental Agreement Term:

Your rental Agreement will be month-to-month \_\_\_\_\_ Your lease will be for a period of \_\_\_\_\_ months

### Rent, Deposit and Fees:

The monthly rent for unit # \_\_\_\_\_ at \_\_\_\_\_ shall be \$ \_\_\_\_\_ provided it is paid on the 1st day of each month or as stated otherwise in your rental/lease agreement. Before moving into the above rental property, you will need to pay the sum of the amounts listed below:

First full month's rent \$ \_\_\_\_\_

Amount to be applied to last month's rent \$ \_\_\_\_\_

(Note: this may be required in some circumstances)

Security Deposit\* \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

TOTAL SUM DUE PRIOR TO MOVE-IN \$ \_\_\_\_\_

**\*Security deposit is refundable upon termination of tenancy in accordance with the terms of your rental/lease agreement. Holding deposit/fee funds collected at the time of application may be applied to payment of security deposit if tenancy is accepted.**

Applicant is aware the party(ies) negotiating this tenancy are not the property owner(s) but are acting as Agents for the property owner. To further understand the agency relationship, a pamphlet on the Law of Real Estate Agency is made available for your review online at [www.livingsouthhill.com](http://www.livingsouthhill.com) or will be provided upon request.

By signature below all applicants acknowledge understanding of the term as outlined above

Date \_\_\_\_\_ Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_ Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_ Applicant's signature \_\_\_\_\_

### Acknowledgement by Leasing Agent/resident Manager:

Completed application(s) received from the above party(ies) on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ at \_\_\_\_ : \_\_\_\_ AM/PM

at \_\_\_\_\_ for an estimated move-in date of \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Property Name \_\_\_\_\_

Phone ( \_\_\_\_ ) \_\_\_\_\_

Date \_\_\_\_\_ Signature as:  Resident Manager  Leasing Agent  Agent for Owner