



Specializing in Property Management

2050 Sea Level Drive, Suite #104

Ketchikan, AK 99901

Phone: 907-247-3294 * Fax: 907-247-3296

info@bigdawgak.com

RENTAL APPLICATION INSTRUCTIONS

Rental Application

- Under **Personal Information**, please complete the following for the applicant AND co-applicant (each person living with applicant over 18 years of age):
 - Full name
 - Social Security Number
 - Home/Cell phone number
 - Date of Birth
 - Email

Additional co-applicant's information can be written on the back if needed.

- Under **Residence History**, please write your current physical address, and include the name and phone number of your current landlord. If you have lived at this residence less than six months, please complete information for a previous address/landlord.
- Under **Employment Information**, please indicate current employer and supervisor name/phone number for both applicant and co-applicant.
- Both applicant and co-applicant are to sign and date the bottom of the form.

Alaska Real Estate Commission Consumer Pamphlet

Please initial the bottom right of the first page, and date/sign the second page (applicants and co-applicants must date/sign the second page).

Rental Preferences

Please indicate your preferences as thoroughly as possible; this helps us find a good fit.

Lessee Awareness Notice

Applicant and co-applicant(s) are to sign and date.

* * *

Photo Identification

Please provide a scanned copy of your photo identification upon submitting application.

Application Processing Fee

There is a \$20.00 processing fee for one applicant and an additional \$15.00 for each co-applicant. This processing fee pays for the credit report(s), which applicants may keep regardless of qualifying for a rental.



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Rental Application

Date of Application: _____	PROCESSING FEES: \$20 – 1ST Applicant \$15 – Each Additional / Co- Applicant
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Please complete ALL requested information on this application. Thank you for your interest in our rentals.

PERSONAL INFORMATION

APPLICANT'S FULL NAME		SSN:
Home Phone ()	Cell Phone ()	DOB:
Email:		
CO-APPLICANT'S FULL NAME		SSN:
Home Phone ()	Cell Phone ()	DOB:
Email:		
Full Names of Children or Adults (18 or Older)	Relationship or SSN if Adult	DOB

Do you have any pets? Yes No If so, what type/how many?

RESIDENCE HISTORY

Current PHYSICAL Address			
	City	State	Zip
Dates Living at Current Address	From:	To:	Monthly \$
Current Landlord	Phone		
Previous Address			
	City	State	Zip
Dates Lived at Previous Address	From:	To:	Monthly \$
Previous Landlord	Phone		

EMPLOYMENT INFORMATION

Applicant's Employer			
Dates of Current Employment	From:	To:	Gross Monthly \$
Supervisor	Phone		
Co-Applicant's Employer			
Dates of Current Employment	From:	To:	Gross Monthly \$
Supervisor	Phone		

In Case of Personal Emergency, Notify:		Relationship:
Address:	Home Phone:	Work Phone:

*** Your signature below authorizes Big Dawg Realty to access your credit report for the purpose of processing this application. All information may be shared with property owner.**

Applicant's Signature	Date Signed
Co-Applicant's Signature	Date Signed



ALASKA REAL ESTATE COMMISSION CONSUMER PAMPHLET

About This Pamphlet:

In Alaska, a Real Estate Licensee is **required by law** to provide this pamphlet outlining the duties of a real estate licensee. After you have read the information contained in this pamphlet, please acknowledge receipt by signing page 2 and return it to the real estate licensee who provided it to you. Your cooperation is appreciated.

There are four different types of relationships established by Alaska Real Estate Law:

- Specific Assistance – Licensee owes “Duties owed by a Licensee in all Relationships” as described in this pamphlet.
- Representation – Licensee owes “Duties Owed by a Licensee when Representing a Party” as described in this pamphlet.
- Designated Licensee – This occurs when a Licensee represents or provides specific assistance to a party to a transaction and another Licensee within the same company represents or provides specific assistance to the other party in the same transaction.
- Neutral Licensee – This occurs when a Licensee does not represent either party but provides specific assistance to both parties in the same transaction. The parties must authorize the Neutral Licensee relationship by signing the “Waiver of Right to be Represented” form.

Duties owed by a Licensee in all Relationships:

- Exercise reasonable skill and care;
- Deal honestly and fairly;
- Present all written communications in a timely manner;
- Disclose all material information regarding the physical condition of a property;
- Account for all money and property received.

Duties owed by a Licensee when Representing a Party:

- Duties owed by Licensee in all relationships listed above;
- Not knowingly do anything that is adverse or detrimental to your interests;
- Disclose all conflicts of interests to you in a timely manner;
- If a matter is outside their area of expertise, advise you to seek expert advice;
- Not disclose confidential information, even after the relationship ends, from or about you without written permission, except under a subpoena or court order.
- Make a good faith and continuous effort to accomplish your real estate goals. However, once you have entered into a specific real estate transaction agreement, their efforts refocus on its successful completion.

Your Real Estate Licensee may also work with a variety of other clients (they represent) and customers (they provide specific assistance to) in different working relationships. In those situations, representing or providing specific assistance to other sellers, buyers, lessors, and lessees does not create a conflict of interest while working with you, or within the duties mentioned above.

Occasionally, as a Seller or Lessor, a situation may arise that your Real Estate Licensee also is representing another client (Buyer or Lessee) who then becomes interested in your property – or vice versa.

Prior to showing the property, the Real Estate Licensee must obtain a written approval to be a Neutral Licensee for both parties. A Licensee may not show property as a neutral licensee without obtaining your written consent entitled “Waiver of Right to Be Represent: and it will restate the duties outlined above and additional ones owed by your Real Estate Licensee. Alaska real estate law allows, but does not require, you to Preauthorize a Licensee to be a “Neutral Licensee.” Having a different designated Licensee working for a seller or lessor and for the buyer or lessee in the same real estate transaction does not create dual agency or a conflict of interest for the real estate broker or for a Licensee employed by the same real estate broker.

THIS DISCLOSURE PAMPHLET IS NOT A CONTRACT

Duties NOT owed by a Real Estate Licensee

Unless agreed in writing otherwise, the following are the duties your Real Estate Licensee does not owe to you:

- To conduct an independent investigation of a property
- To conduct an independent investigation of anyone’s finances
- To independently verify the accuracy or completeness of a statement made by a party to a real estate transaction or by a person reasonably believed by the licensee to be reliable
- To show or search for properties without compensation

THIS DISCLOSURE PAMPHLET IS NOT A CONTRACT.

The Licensee anticipates compensation to be paid by _____ Lessee X Lessor
in the real estate transaction.

I understand and acknowledge receiving and reading this pamphlet on the type of relationships I may have with the real estate Licensee (including the broker).

I understand and acknowledge that Duane Dorr (Licensee) of BDR LLC
 Dba Big Dawg Realty (company) will be working with me under the following relationship:

- X Specific Assistance without Representation
- Representing the Lessor only
- Representing the Lessee only
- Under preauthorized Neutral Licensee (attached “Waiver of Right to Be Represented”)

Date: _____ Time: _____

Date: _____ Time: _____

Date: _____ Time: _____

Real Estate Licensee
Big Dawg Realty

Real Estate Company - BDR LLC – Big Dawg Realty

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Rental Preferences

What is your desired rent? _____

How many occupants? _____

Where do you wish to be located? North South City

Do you have pets? What kind? If so, do they have references? _____

How many bedrooms are needed? _____

How many bathrooms will you need? _____

Do you prefer furnished or unfurnished? _____

Do you need handicapped capability? _____

Will you need a yard or deck? _____

Is a parking space needed? _____

Additional information:

Lessee Awareness Notice:

Under AS 34.70 Lessee is independently responsible for determining whether a person who has been convicted of a sex offense resides in the vicinity of the property that is the subject of the attached lessee. This information is available at the following locations: Alaska State Troopers Posts, Municipal Police Departments, and on the State of Alaska, Department of Public Safety Internet site: <http://www.dps.state.ak.us> under Quick Links for the "Sex Offender Registry."

Received by _____
Lessee *Date*

Lessee *Date*