

**A & M Properties**  
**412 N Mission St Suite D**  
**Wenatchee, WA 98801**  
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### **Application Screening Guidelines**

**NO APPLICATION WILL BE PROCESSED UNTIL THE APPLICATION FEE HAS BEEN PAID.**

Every occupant 18 years or older must submit an application and will pay a non-refundable screening fee of \$40.

*All applicants must provide a valid picture ID and Social Security card when submitting an application. Upon approval, the holding fee/security deposit must be paid within 24 hours to hold your unit. All properties are rented on a first come, first served basis.*

We do run credit reports. The Credit Reporting Agency will present a report on how bills have been paid, plus other information which has been turned in to them. We look for a positive report. Any judgement, liens, collection, or an excessive amount of late payments in the past three years are considered negative information. We do not accept Comprehensive Reusable Tenant Screening Reports. Students with no income may be accepted with a qualified cosigner who resides in Washington State.

We require two (2) years of names, addresses and phone numbers of past landlords (not just current one, but also prior landlords.)

We require two (2) years of employment. A current pay stub is required. Self-employed applicants will be required to provide proof of income with previous two years tax returns.

False (or missing) information on application will be grounds for denial. All information on your rental application must be verified absent extraordinary circumstances.

The full legal name of all proposed occupants, picture ID for each person aged 18 and over, and the relationship to other tenants must be disclosed. Failure to disclose this or moving another occupant in without prior written consent of landlord/manager is grounds for eviction.

If pets are negotiable on a particular property, they will be accepted on a pet-by-pet basis. Some breeds may require additional rental insurance coverage. A pet fee and/or additional damage deposit may be required for pets accepted by the landlord/owner. Failure to disclose existing pet(s) or any additional pet(s) is grounds for eviction.

Smoking of any substance is not allowed inside the residence. Smoking outside must be at least 25 feet from the apartment buildings.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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## Rental Application

Every occupant 18 years or older must fill out an application to be screened and pay a non-refundable screening fee of \$40 each.

**Administrative fee of \$100.00 is collected at the time of signing the rental agreement.**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

Social Security No: \_\_\_\_\_ Driver's License No: \_\_\_\_\_

Present Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address if different: \_\_\_\_\_

Spouse: \_\_\_\_\_ Spouse Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security No: \_\_\_\_\_ Driver's License No: \_\_\_\_\_ Email: \_\_\_\_\_

1. Have you or any other occupant ever been convicted of a criminal offense? \_\_\_\_\_  
If so, please explain: \_\_\_\_\_
2. Are you or any other occupant a registered sex offender? \_\_\_\_\_
3. Does anyone smoke? \_\_\_\_\_
4. Do you have any pets or intend to get a pet? \_\_\_\_\_ If yes, age and size of pet \_\_\_\_\_ Breed \_\_\_\_\_
5. Have you or any other occupant been evicted? \_\_\_\_\_
6. Have you filed bankruptcy in the last 10 years? \_\_\_\_\_ Reason? \_\_\_\_\_
7. Number, Name and ages of people that will be living with you: \_\_\_\_\_

### Two (2) Years of Rental History: Please use backside of application if needed

**Present Landlord:** \_\_\_\_\_ Phone: \_\_\_\_\_

Move in/out dates? \_\_\_\_\_ Amount of Rent: \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

**Former Landlord:** \_\_\_\_\_ Phone: \_\_\_\_\_

Former Address: \_\_\_\_\_

Move in/out dates? \_\_\_\_\_ Amount of Rent: \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

### Two (2) Years Employment History: If self-employed, 2 years tax returns & personal bank statements are required.

**Present Employer:** \_\_\_\_\_ Position: \_\_\_\_\_

How long? \_\_\_\_\_ Monthly take home pay: \$ \_\_\_\_\_ Phone: \_\_\_\_\_

**Additional Employment:** \_\_\_\_\_ Position: \_\_\_\_\_ other income: \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_ Position: \_\_\_\_\_ monthly take home: \_\_\_\_\_

**Spouse Employer:** \_\_\_\_\_ Position: \_\_\_\_\_

How long? \_\_\_\_\_ Monthly take home pay: \$ \_\_\_\_\_ Phone: \_\_\_\_\_

**Previous Employment:** \_\_\_\_\_ Position: \_\_\_\_\_ other income: \_\_\_\_\_

**Make of car:** \_\_\_\_\_ Year: \_\_\_\_\_ License # \_\_\_\_\_ State: \_\_\_\_\_

**Make of car:** \_\_\_\_\_ Year: \_\_\_\_\_ License # \_\_\_\_\_ State: \_\_\_\_\_

### Personal references or nearest relative:

1. \_\_\_\_\_ Phone: \_\_\_\_\_

2. \_\_\_\_\_ Phone: \_\_\_\_\_

3. \_\_\_\_\_ Phone: \_\_\_\_\_

I hereby authorize A & M Properties or anyone affiliated with their firm to obtain all information, including credit reports, unlawful detainer information, criminal background, employment & income verification, landlord and personal references, or any other information on this application and verify my application for participation, and/or to maintain my status in housing managed by A & M Properties. I authorize all references to disclose any information about me. There will be no restrictions on the authorization and I hold them harmless from any claim arising out of this disclosure concerning my association with them.

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