

Anthony Arms Apartments

954 NW Sycamore, Corvallis, OR

Steve and Mary Leith – Owners Mobile : 541.990.7131

RENTAL APPLICATION INSTRUCTIONS

We appreciate your interest in the rental unit we currently have available. Because we want to rent this to people who are considerate of their neighbors, clean in their living habits, capable of paying their rent, and prompt in paying their bills, we use a rental application to assist us in determining whether our applicants meet these qualifications.

In order for you to rent from us, you must complete a rental application. We want you to know how to complete the application we use, and we also want you to know what we do with your application.

When filling out the application:

- Put something in every blank, even if you have to put “None” or “N/A”.
- If you need more space to write, use the back of the application or another sheet of paper.
- Take your time filling out the application, look up information you do not remember. Don’t guess.
- Be sure to read the declaration just below the signature line and agree to it before signing.
- When finished, read over the application to make sure it is accurate, complete, and legible.
- **Please note: ANTHONY ARMS IS A NON-SMOKING APARTMENT**

Once we receive your application, we verify the following:

- Social Security Number - look at SSN card
- Driver’s license - look at license
- Previous tenancy - call your current landlord or manager
- Credit - order credit report
- Income - contact whomever listed under employment to verify your source of income
- Criminal record

This is the procedure we follow to check all applications.

Now, if you suspect we might discover a “skeleton in your closet” when we check your rental application and you want to tell us about it before we go to all the trouble of checking you out, please feel free to do so. We’d be glad to talk with you about it. Otherwise, we will expect no surprises when we’re checking the information and hope that we will soon be doing business together as landlord and tenant.

Fill out pages 2 – 4 and send with check for \$15.00 payable to *Anthony Arms, LLC*

(If you would like to drop your application and money with the on-site manager, those arrangements can be made with Mary.)

<p><i>Mail or scan application to:</i> <i>Anthony Arms, LLC</i> 22110 NE 133rd St Woodinville, WA 98077 mgleith@comcast.net</p>
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RENTAL/CREDIT APPLICATION

Personal Information

Today's Date:

Name of Applicant:

Date of Birth: Driver's Lic. No.: State:

Social Sec. No.: E-mail:

Telephone No.: Mobile: Work:

Present Address:

City: State: Zip:

Landlord/Management Co. Phone:

How long at this address?: Dates:

Prior Address:

City: State: Zip:

Landlord/Management Co. Phone:

How long at this address? Dates:

Name, Age and Relationship of Every Person to Live in Anthony Arms Unit:

Current Employer:

Occupation:

Current Salary: How long? Hire Date:

Contact Person: Phone:

Prior Employer: Occupation:

Salary: How long?: Hire Date:

Contact Person: Phone:

Sources and Amounts of Other Income (e.g. Student grants/scholarships, alimony, etc.)

Personal References

Name: Relationship: Phone:

Name: Relationship: Phone:

Other Information

Vehicle Make/Model: Year: Lic. No.:

Have You Ever:

Filed for Bankruptcy? Yes: No: If yes, when?:

Been served an eviction notice or been asked to vacate a property you were renting?
Yes No

Willfully or intentionally refused to pay rent when due? Yes No If yes, when?

Are you a Smoker? Yes: No:

Do you have pets? Yes: No: What type?: How many?:

How were you referred?: Newspaper: Craigs List:

Drive by: Other:

Anticipated Move In Date: Term: Month to Month Rental Amount:

Consent to Obtain Credit/Employment Information

The undersigned authorizes owner/landlord to contact the undersigned's current or previous landlord, and current employer, and further, by a copy of this application, authorizes any said landlord or employer to release pertinent residential and employment history information to be used in evaluating my lease application. I further authorize owner/landlord to apply for or obtain an investigation or credit report in connection with this application.

Applicant's
Signature

Date

For Office Use Only-Do Not Write Below

Application Verification	Person Contacted	Remarks
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Present Landlord

Previous Landlord

Employment

Reference (1)

Reference (2)

Credit

Fax Date

Monies Received:

Application Fee:	Date:	Amount:
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Financial Inst.	Check No.
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RENTAL REFERENCE REQUEST

From: ANTHONY ARMS, LLC

TO: _____ Fax Number: _____
(To be filled out by representative of Anthony Arms)

I, _____ am giving permission to
(name of tenant applying at Anthony Arms)
release the following information to the representatives at
ANTHONY ARMS Apartments so that they may complete a rental
Background check.

Signed: _____
(name of tenant applying to Anthony Arms)

Name of Current Landlord/Property Co.: _____

Address: _____

Fax #: _____

Date of occupancy: From _____ To _____ Monthly Rent: \$ _____

- | | | | |
|---|-----|-----|------------------------|
| • Was proper notice given? | | Yes | No |
| • Did they pay their rent on time? | | Yes | No |
| • Were there any NSF checks? | Yes | No | If so, how many? _____ |
| • Were there any late payments? | Yes | No | If so, how many? _____ |
| • Were there any unauthorized pets? | | Yes | No |
| • Were there any unauthorized occupants? | | Yes | No |
| • Did you have any complaints about them? | | Yes | No |
| • Was it necessary to keep any of their security deposit? | | Yes | No |
| • Would you re-rent to this person? | | Yes | No |

Additional Comments:

Verified by: _____

Title: _____ Date: _____