

IMPORTANT: PLEASE READ THIS NOTE.

We wish to provide you as prompt and efficient service as is possible. Our staff is small and we are frequently out of the office on showings and inspections, so if you come in without an appointment, you risk the chance that the right party won't be here to help you. If you plan on submitting an application for tenancy at one of our properties, please ensure you understand the following:

1. Carefully read the “Resident Acceptance Criteria” on the reverse side of the application. Let us know if there may be disqualifying items in your record. We can waive some items. Make sure you and spouse/other applicants for the property have signed their application.

It is the responsibility of the applicant to provide sufficient and accurate information to enable a complete tenant screening. As a minimum, this includes names and telephone numbers of prior landlords (for the previous two years at least), current employer (or employer who just hired you), or if self-employed or retired, verification of income or sufficient funds to subsist for at least six months.

Incomplete/inaccurate/false information can prevent completion of the screening and may result in disapproval of the application. If inaccurate information submitted by the applicant requires re-checking, there may be an additional charge added to the screening fee (for example, if an incorrect SSN is provided) as this incurs additional expense to the tenant screening company. False information (e.g., answering with “no” to a question that should have been “yes”) is very likely to result in disapproval of an application.

2. Call and make an appointment with one of our property managers to accept your application in our office. When you submit your application, a licensed property manager must review the application with you and fill out a “Preliminary Terms” form regarding lease terms. Bring in your driver’s license or picture ID for us to copy, plus a check or money order for the screening fee (\$35/couple or unmarried adult occupant). A holding fee will also be collected at this time to guarantee the property to you once your screening has been successfully completed --- this fee is later applied to your security deposit at move-in (unless you later decline to accept the property in which case the fee is forfeited).

3. For all our properties, the minimum security deposit at move-in is an amount equal to one month rent at the property, plus an additional \$300 or more for each pet allowed. A few properties require a higher security deposit. Security deposit will not be waived and must be paid at the time of signing lease. (We do not pre-collect the last month’s rent.)

4. For unmarried co-applicants, at least one adult applicant/occupant to be included on the lease must meet the minimum income requirement. Depending on your debt load and credit rating, lower than minimum income can be considered. Also, applicants who have lived together more than two years can be given further consideration. Maximum occupancy: 2 persons/bedroom. **Each adult occupying the premises at any time during the term of the lease (other than brief house guests) must undergo a tenant screening before occupying the property and must meet all resident acceptance criteria other than income & credit criteria.**

5. Signing of Lease/Check-in at property must be done Monday-Friday (except Holidays) during normal working hours, starting no later than 3PM. Exceptions are made when the 1st of the month falls on a weekend (except January 1). A lease-check in takes two hours or so, starting with signing the lease at our office. Lease signing and check-in may also be done a day or two before the start of lease (check-in at property may be done in advance only if property is vacant).

6. Sample leases may be read at our office. We encourage you to read the sample lease and ask questions at the time you make application.

7. Some of the above “rules & procedures” are made to comply with the Washington Landlord-Tenant Act and others to meet our contractual obligations to the property owners we represent.

Addendum (A) to Application for Tenancy

LETTER OF AUTHORIZATION

To Whom It May Concern:

In compliance with the Fair Credit Reporting Act, State and Federal laws, this is to inform you and your household members that an investigation involving the statements made on this application for tenancy are being initiated by ORCA Information. I/We certify that to the best of my/our knowledge all statements are “true and complete”. I/We further authorize ORCA Information, LLC to obtain **CREDIT REPORTS, EMPLOYMENT REFERENCES, COURT, CRIMINAL & JUVENILE RECORDS, ARREST DETENTION INFORMATION and CHARACTER REFERENCES, GENERAL REPUTATION, MODE OF LIVING, and RENTAL REFERENCES** as needed to verify all information put forth on this application. **SCREENING FEE IS NON-REFUNDABLE.**

Applicant’s Name (please print)

Spouse’s Name (please print)

Applicant’s Signature

Spouse’s Signature

Date of Authorization

Date of Authorization

Manager’s/Assistant Manager’s Signature

CRIME FREE/DRUG FREE RENTAL ADDENDUM

IT IS THE INTENTION OF THE MANAGEMENT AND OF THE RESIDENT TO HAVE A CRIME-FREE AND DRUG-FREE RESIDENCE. THEREFORE:

In consideration of the execution or renewal of a lease of the dwelling unit identified in the lease, Owner or Management and Resident agree as follows:

Drug-related criminal activity is strictly prohibited. Criminal activity is also prohibited. These activities are prohibited within the dwelling unit, near the dwelling unit, or upon the property controlled by the management, which includes the parking area, ingress and egress areas, and all other common areas. *Drug-related criminal activity or criminal activity is a material breach of the rental agreement and is CAUSE FOR TERMINATION OF THE TENANCY.*

Drug-related criminal activity includes, but is not limited to, any behavior which violates the Uniform Controlled Substance Act of the Revised Code of Washington (RCW 69.41, 69.51, 69.51A, 69.52) or the Federal Controlled Substance Act (21 USC 802).

1. Drug-related criminal activity includes, but is not limited to: the manufacturing, distribution, possession, storage, possession with intent to manufacture, or dispensing of a controlled substance or a counterfeit substance. Drug-related criminal activity may also include the attempt to manufacture, distribute, or possess a controlled substance or counterfeit substance. Drug-related criminal activity may also include the possession or storage of materials known as "precursors," that is, materials used to manufacture or used in the attempt to manufacture controlled substances.
2. Criminal activity includes, but is not limited to the following behavior: prostitution (RCW 9A.88); criminal street gang activity (RCW 9A.84); threatening or intimidating others (RCW 9A.46); assault (RCW 9A.36 and 9A.44) the unlawful use of a firearm or other weapon (RCW 9.41); damage to property (RCW 9A.48); theft of property (RCW 9A.56); burglary or car prowls (9A.40); or any other nuisance-type activities.
3. It shall also be a material breach of the lease agreement if there is behavior that otherwise violates the lease agreement or if there is behavior that jeopardizes the health, safety and welfare of the landlord, his agent or others living or visiting the property.
4. The management and resident agree that the resident is responsible for his or her own behavior, the behavior of any member of the resident's household, or guest or any other person the resident has control over, or should reasonably have control over.
5. It shall be a material violation of the rental agreement if any of these described persons commit a crime, attempt to commit a crime or help others commit a crime either within the residence or upon the property controlled by management, or if the dwelling unit is used by anyone to engage in any prohibited behavior.
6. A single violation of any provisions of this addendum shall be deemed a serious and material violation of the lease agreement and shall cause the immediate termination of the lease. There is no "good cause" requirement in Washington for lease terminations. A criminal conviction is not required as proof of violation. Proof of violation by a preponderance of the evidence is required. The process for termination and or eviction shall be controlled by the Revised Code of the Washington.
7. In case of conflict between the provisions of this addendum and the lease, the provisions of the addendum shall govern.

The ADDENDUM is incorporated into the lease upon execution by the resident and management upon initial leasing of the dwelling unit or upon renewal of the lease.

Address of Unit: _____

Resident's Signature: _____ **Date:** _____

Resident's Signature: _____ **Date:** _____

Property Manager's Signature: _____ **Date:** _____

Townsend Bay Property Management, Inc
Port Townsend, Wa
RESIDENT ACCEPTANCE POLICY

PURPOSE:

1. To provide a standardized guideline for admitting residents to properties managed by Townsend Bay Property Management, Inc., hereinafter referred to as "TBPM".
2. To ensure that all applicants are treated fairly and equally.
3. To ensure that only responsible tenants, who will pay rent on time and maintain rental property, are accepted.

SCREENING: All applicants will be screened by a tenant screening service contracted by TBPM which screening fees will be paid by the prospective tenant of a specific rental property. Married couples can be screened on a single application form. Co-applicants who are not legally married must be screened on separate applications and charged separately for each application. No more than two financially-qualified adults may be signatories to the lease. However, all adults residing at the property, present and future, must be screened and be acceptable in accordance with this criteria --- waivers of income requirements will be considered on a case-by-case basis. Co-signers of a lease, if permitted by TBPM, must reside in Jefferson County, and must also receive a screening.

SCORING: Each applicant's screening report shall be reviewed for two types of adverse information; NEGATIVES and TERMINALS. If three or more NEGATIVE items are found in a report, with no extenuating circumstances, the applicant shall be declined. If any one TERMINAL item is found, without extenuating circumstances, the applicant shall be declined.

NEGATIVES: The following items shall be considered negative items:

- Any negative credit history rated R2 (30-59 days late) or worse, lien, vehicle repossession or any civil judgement in the past 2 yrs.
- Any credit account which is rated as having gone to collection.
- Any collection, judgement, bankruptcy, or lien.
- Any landlord reference that includes more than two late payments or NSF checks.
- Any instance of a damage deposit which was not returned due to damage to the rental unit (beyond normal cleaning).
- Any instance of lack of proper intent to vacate notice being given to landlord.
- Any instance of lease being broken by the applicant.
- Any employment situation that is temporary or seasonal in nature.
- Any bank references which show more than one NSF check in the previous 12 months.

TERMINALS: The following items applicable to any proposed member of the household shall be considered terminal, and shall be sufficient to decline the application:

- Applicant does not cooperate in all aspects of the application process (as determined by property manager or screening company)
- Any instance of unauthorized pets or persons occupying a unit rented by any of the applicant s.
- The applicant possesses no valid picture identification, state or federal (or foreign passport).
- The applicant does not have a valid Social Security Number (may be waived in the case of foreign applicants).
- Any OPEN bankruptcy (a bankruptcy to which new claims can still be added).
- Any judgement against applicant by a property management company or rental property owner.
- Any collection filed by a property management company.
- Any eviction or Unlawful Detainer action, past or pending.
- Any current 3-day Notice to vacate or 10-day Notice.
- Any income level (or combined income level in the case of married applicants, but not in the case of co-applicants) which is less than 3.5 times the rent of the unit applied for. Exceptions may exist for Section 8 applicants.
- Any reports of deliberate, malicious, or negligent damage to a property.
- Any conviction or pending charges for the selling of drugs, possession of drugs with intent to sell, or for a sex offense.
- Any conviction or pending charges for felony offenses in the past 36 months.
- Any reports of gambling, prostitution, drug-dealing, drug manufacturing or gang-related activities.
- Any employment reference which states that the applicant will be terminated in the near future where the potential income drops below the minimum qualification requirement.
- Any reports or history of disruptive, threatening, malicious or violent behavior, or of living or housekeeping habits that would pose a direct threat to the health and safety of other individuals. This includes but is not limited to reports of Domestic Violence or assault.
- Any member of the household who is a registered or unregistered sex offender.
- Any significant distortion of the truth or omission by the applicant on the written application or oral interview.

EXTENUATING CIRCUMSTANCES: In some cases TBPM may feel that an applicant who does not qualify under this policy might still be an acceptable risk due to extenuating circumstances. Such circumstances might include (but are not limited to) severe medical problems, recent death of spouse, recent divorce, a temporary period of unemployment in the past, negative information confined to a single landlord reference, etc. In these situations TBPM will consider the extenuating circumstances and, at TBPM's discretion, approve or decline the application.

ANTI-DISCRIMINATION: No applicant shall be declined residency on the basis of their race, sex, religion, marital status, family status, age, or by any other method of discrimination or discriminatory practice prohibited by law.

Applicant(s) understands that, for the \$35 nonrefundable screening fee, he/she/they will be screened by ORCA Financial, Inc., P.O. Box 277, Anacortes, WA, 98221 (1-800-341-0022), that applicant(s) have the right to dispute the accuracy of information provided by the screening service or provided by entities listed on the application contacted for information concerning the applicant.