

To Our Prospective Tenants

Thank you for submitting an application to rent from us. Please take a minute to read over the following information so you know how the application process works.

Step 1: Complete and return your completed application to our office along with the required application fee payment. (We will not run your application until you have paid your fee(s)). The screening fee schedule is as follows:

- \$33 for each single individual over the age of 18 and married couples with different last names
- \$38 for married couples who have the same last name and provide copies of ID's
- \$20 for a co-signer (please be sure to note on your application if you are a co-signer)

SUGGESTION: There are two areas that hold up an application, 1. income and employment verification & 2. feedback from current and/or previous landlords. To better smooth out the process we suggest the following:

1. Supply proof of employment and income before we request it.
 - a. If you are moving from out of town we will need a copy of a new hire or transfer letter confirming your income.
 - b. If you own your own business we will need copies of either recent tax statements or bank statements.
 - c. Provide 1 or 2 months most recent paystubs.
 - d. If you receive any additional income such as SSI, Unemployment, Child/Spousal Support, etc. we'll need copies of that paperwork.
2. Contact your current and previous landlord(s) and let them know a staff member of FasTrak will be calling them for information regarding your tenancy. Request that they respond to the call or fax in a timely manner.

Step 2: Wait for the screening process to be complete. Our source, FasTrak, takes 2-3 days to gather all the necessary information before we can contact the owner for final review and a decision. The whole process may take 3-4 days. We will contact you when we have made a final decision.

**This estimated time is conditioned upon your application being filled out completely, correctly and signed.*

Step 3: You will be notified of approval or denial.

- If your application is approved:
 - Our office will contact you to schedule a time to sign your lease *within 48 hours*.
 - At the lease signing you will be responsible for paying your security deposit and the full first month's rent, unless other arrangements are made.
 - If you live out of town we will email the lease paperwork to you. You will need to have it notarized and overnighted back to us with a check.
 - We will schedule a Move-in Inspection. This is when you will actually take possession of the unit/home and receive your keys. You will meet our inspector at the property and do a walk through to note any pre-existing damages & learn about any other specific safety & maintenance features of the home.
- If your application is denied:
 - You will receive a denial letter in the mail informing you of why, and who you can contact for more information regarding your denial.

Your application is good for 30 days, and in order to be considered for one of our properties after the 30 days you must submit a new application (if there are changes) **and** pay the necessary application fees.

Thank you for choosing to rent from Windermere Property Management.


Windermere
Property Management

Name(s) _____

I/We were referred to Windermere by _____

Unit you are applying for _____

Have you viewed this property in person? _____ Yes _____ No _____ Have an Appt.

How did you hear about this property/unit (*circle one-preferably the first place you saw it*)

Wrents.com Craigslist Rent List in the office Sign/Drove By Newspaper

Showing Agent suggestion Called office for Inventory Other _____

Second choice (not required) _____

Have you viewed this property in person? _____ Yes _____ No _____ Have an Appt.

How did you hear about this property/unit (*circle one-preferably the first place you saw it*)

Wrents.com Craigslist Rent List in the office Sign/Drove By Newspaper

Showing Agent suggestion Called office for Inventory Other _____

Move in date preferred _____

Approval is based on a 12-month lease. If you prefer anything more or less please specify and we will contact the owner prior to submitting your application.

-Lease term requested _____.

(Windermere & Owner reserve the right to approve a tenant on a shorter term depending on credit and rental history, even if applicant wishes to have a 12 month lease)

Have you given notice to your current Landlord? YES NO N/A

Do you plan to have any pets in the unit? YES NO

If so, please list each type, breed & size _____

If there is any other information you'd like to provided us that you might be concerned about please do so here:

Windermere Equity Brokers, LLC

8601 North Division Street · Spokane, WA 99208 · Phone: 509/467-2202 · Fax: 509/468-2028
Serving Spokane since 1981



APPLICATION TO RENT

Type of Report: _____

1-866-582-6709 phone

Property Information	Property Name: _____	Requested By: _____	Move in Date: ____/____/____
	Property Code/Address: _____	Unit#: _____	Rent Amnt: _____ Move in Amnt: _____

Personal Information: Incomplete or false information may be grounds for denial of tenancy. Proof of identity may be required.

Applicant Name: _____ Middle: _____ Last: _____

Soc. Sec. #: _____ Birthdate: ____/____/____ Other Names Used: _____

Driver's License #: _____ Address on License: _____ State: _____ Exp. Date: _____

Veh. License Plate: _____ Year: _____ Model: _____ Make: _____ | How many pets? _____ Type(s): _____

Cellular Phone #: (____) _____ Day Ph #: (____) _____ E-Mail Address: _____

Bank Name: _____ Checking #: _____ Saving #: _____ Automated Ph.#(____) _____

Emergency Name: _____ Relationship: _____ Phone:(____) _____ Address: _____

Co-App Personal Information: Incomplete or false information may be grounds for denial of tenancy. Proof of identity may be required.

Co-Applicant Name: _____ Middle: _____ Last: _____

Soc. Sec. #: _____ Birthdate: ____/____/____ Other Names Used: _____

Driver's License #: _____ Address on License: _____ State: _____ Exp. Date: _____

Veh. License Plate: _____ Year: _____ Model: _____ Make: _____ | How many pets? _____ Type(s): _____

Cellular Phone #: (____) _____ Day Ph #: (____) _____ E-Mail Address: _____

Bank Name: _____ Checking #: _____ Saving #: _____ Automated Ph.#(____) _____

Emergency Name: _____ Relationship: _____ Phone:(____) _____ Address: _____

OWN RENT LEASE (circle one) Current Rental Information: Incomplete or false information may be grounds for denial of tenancy.

Current Street Address: _____ Unit#: _____ Phone:(____) _____ City: _____ State: _____ Zip: _____

Move In: _____ Move Out: _____ Rent Amnt: _____ Landlord Phone:(____) _____ Landlord/Apt: _____

Applicant Reason For Leaving: _____

Co-App. Address: _____ Unit#: _____ Phone:(____) _____ City: _____ State: _____ Zip: _____

Move In: _____ Move Out: _____ Rent Amnt: _____ Landlord Phone:(____) _____ Landlord/Apt: _____

Co-App. Reason For Leaving: _____

OWN RENT LEASE (circle one) Previous Rental Information: Incomplete or false information may be grounds for denial of tenancy.

Prev. Address: _____ Unit#: _____ City: _____ State: _____ Zip: _____ Reason Left: _____

Move In: _____ Move Out: _____ Rent Amnt: _____ Landlord Phone:(____) _____ Landlord/Apt: _____

Co-App. Prev. Address: _____ Unit#: _____ City: _____ State: _____ Zip: _____ Reason Left: _____

Move In: _____ Move Out: _____ Rent Amnt: _____ Landlord Phone:(____) _____ Landlord/Apt: _____



Employment Information: Proof of pay stubs, tax returns and/or letter of hire may be required. Co-applicant income is NOT additional income.

Current Employer: _____ Full time/Part time: _____ Hire date _____ Term date _____ Rate of Pay: _____

Position: _____ Phone: (_____) _____ Address: _____ City: _____ State: _____ Zip: _____

Previous Employer: _____ Full time/Part time: _____ Hire date _____ Term date _____ Rate of Pay: _____

Position: _____ Phone: (_____) _____ Address: _____ City: _____ State: _____ Zip: _____

Additional Income Source(s): _____ Amount(s): _____ Phone: (_____) _____

Co-App. Employer: _____ Full time/Part time: _____ Hire date _____ Term date _____ Rate of Pay: _____

Position: _____ Phone: (_____) _____ Address: _____ City: _____ State: _____ Zip: _____

Co-App Prev. Employer: _____ Full time/Part time: _____ Hire date _____ Term date _____ Rate of Pay: _____

Position: _____ Phone: (_____) _____ Address: _____ City: _____ State: _____ Zip: _____

Additional Income Source(s): _____ Amount(s): _____ Phone: (_____) _____

List all persons to occupy the property applied for: Please include children

Name: _____ Relationship: _____ Age: _____ Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____ Name: _____ Relationship: _____ Age: _____

Other information: If additional information can be offered please use a separate sheet of paper. Please Circle Yes or No

Has the applicant or co-app. filed bankruptcy? Applicant: **Yes** or **No** Co-App: **Yes** or **No** Date of Discharge: _____

Has applicant or co-app. been charged with a misdemeanor or felony offense? Applicant: **Yes** or **No** Co-App: **Yes** or **No**

Offense type: _____ Offense: _____ Date: _____ City: _____ State: _____ County: _____

Has applicant or co-app. been evicted or left an apartment/landlord owing money? Applicant: **Yes** or **No** Co-App: **Yes** or **No**

Date Evicted: _____ Apartment/Landlord Name: _____ Phone: _____ Dates of Residency: _____

Address Evicted From: _____ Unit#: _____ City: _____ State: _____ County: _____

I understand there will be a **Non-Refundable Screening Fee** in the amount of \$ _____.
I understand I acquire no rights to a rental unit until I sign a rental agreement. I understand that upon signing this application a consumer investigation regarding all statements made on this application will be initiated. I understand I have the right to dispute the accuracy of information reported and upon written request, the right to a complete and accurate disclosure of the nature and scope of the investigation and/or a written summary of my rights under the FCRA. I certify that all statements made on this application are true and correct to the best of my knowledge. I am aware that false, misleading or incomplete information may result in a denial of tenancy or subsequent eviction. I authorize Owner/Landlord/Agent to make or request from an outside agency inquiries to any credit reporting mediums concerning my credit history. I further authorize Owner/Landlord/Agent to conduct or request from an outside agency a consumer investigation with regard to rental history, employment history, banking, conduct of character, mode of living, criminal charges, evictions, and any other information deemed necessary.

Applicant Signature Date

Co-Applicant Signature Date