





**Best Real Estate Management, LLC**  
1006 Harris Ave. Suite 220 • Bellingham, WA 98225  
phone: 360.671.3536 • fax: 360.671.3468  
www.best4rentals.com • staff@best4rentals.com

## **RENTAL POLICIES & APPLICATION INSTRUCTIONS**

The following policies are in effect to ensure that all prospective applicants for a rental property managed by Best Real Estate Management will be treated equally. Please read these policies. If you feel you meet the guidelines for qualifying, we encourage you to submit an application. Only one application will be processed at a time and applications will be processed in the order received. **An incomplete application will not be considered.**

### **Applicants**

- Each person 18 years of age or older must complete and sign an application, and only the applicants may reside in a property.
- If a co-signer is necessary, the co-signer must sign a Co-Signer Agreement and is subject to a credit report. The acceptance of a co-signer is not normal policy and is subject to individual approval or denial by Best Real Estate Management.
- A processing fee must accompany each application in order for the application to be processed and considered.
- Applications will not be considered with missing or false information

### **Processing Fees**

- \$30.00 processing fee per applicant.
- \$20.00 co-signer processing fee.
- \$200.00 holding deposit. (If approved, the holding deposit will be credited to the security deposit. If not approved, the holding deposit will be promptly refunded.)

### **Credit Criteria**

- Best Real Estate Management will obtain a credit report for each applicant and co-signer 18 years of age or older. Reports supplied by applicants will not be accepted.
- Discharged bankruptcies are acceptable.

### **Income Criteria**

- Applicant's gross monthly income must be three times the amount of the monthly rent.
- Income will be verified from copies of the prior month's pay stubs provided with the application.
- Self-employed applicants must provide the most recent tax return and 3 months of bank statements.
- Unverifiable income will NOT be considered.

### **Identification**

- Photo ID must be provided at the time the rental agreement is signed.

### **Conditions of Taking Occupancy**

- Hours for signing the rental agreement are Monday through Friday, between 9 AM and 4 PM, and Saturday by appointment only.
- All utility and garbage accounts, where applicable, must be transferred into the resident's name as of the date of possession.
- Security Deposit and first month's rent (prorated) are to be paid in cashier's check or money order before keys are provided. A daily rate will be charged if keys are delivered prior to date on the rental agreement.

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If you feel you are qualified for the property after reading the Rental Policies above, please follow these instructions. If you have any questions, feel free to contact us by phone, fax or email.

1. Your application will **not** be processed without the correct funds and all required documentation attached.
2. Fill out the application completely and legibly. Each person 18 years of age or older must submit an application. (One person per application, please.)
3. Include one check for \$30.00 for each person 18 years or older, or one check for \$30.00 for each married couple who will be residing in the property. If a co-signer is necessary, an additional processing fee of \$20.00 is due.
4. Include one check for \$200.00. A holding deposit is required to hold the unit during processing. This must be a separate check from the application fee.
5. If employed, you will need to submit a copy of your last year's W-2 form and two of your most recent pay stubs.
6. If self-employed, you will need to submit a copy of your last two years of income tax returns, and documentation of the current year (profit and loss statements, receipts, etc).
7. A copy of photo ID (driver's license, military ID, etc) must be submitted.



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## RENTAL APPLICATION

This application is for qualification purposes only and does not in any way guarantee that the applicant will be offered this property. Applicant understands that Best Real Estate Management can and will accept more than one application on this rental property and in its sole discretion will select the best-qualified tenant. Any application not fully completed will be returned.

Applicant represents that all the following statements are true and correct and hereby authorizes verification of the following items, including but not limited to, the obtaining of a credit report and criminal background check, and agrees to furnish additional credit references upon request.

**The undersigned makes application to rent housing accommodations designated as:**

Property Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

the rent for which is \$ \_\_\_\_\_ per month and upon approval of this application agrees to sign a rental agreement and to pay all sums due, including required deposits, before occupancy. Requested Date to Begin Rental: \_\_\_\_\_, 2 \_\_\_\_\_.

**I understand I acquire no rights in a rental unit** until I sign a Rental Agreement and/or make a non-refundable holding fee payment of \$ \_\_\_\_\_ on the rental unit (noted above) to be held in accordance with the Rental Agreement. In consideration of the Owner/Agent holding the rental unit for me, I hereby agree said non-refundable holding fee shall be retained as liquidated damages in the event I do not choose to enter into the agreement applied for herein. In the event said application for tenancy is not accepted, deposit shall be returned to applicant.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPLICANT'S INFORMATION**

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver's License No. \_\_\_\_\_ Issuing State: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Current Address: \_\_\_\_\_ Monthly Rent: \$ \_\_\_\_\_

Date In: \_\_\_\_\_ Date Out: \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

Owner/Manager Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Previous Address: \_\_\_\_\_ Monthly Rent: \$ \_\_\_\_\_

Date In: \_\_\_\_\_ Date Out: \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

Owner/Manager Name: \_\_\_\_\_ Owner/Manager Phone No.: \_\_\_\_\_

**OTHER INFORMATION**

Do you plan to run a business in the rental?  Yes  No If yes, what type? \_\_\_\_\_

Pets? \_\_\_\_\_ Describe: \_\_\_\_\_

List all proposed occupants excluding yourself (include age if under 18): \_\_\_\_\_

This application is 1 of \_\_\_\_\_ submitted for joint occupancy.

Vehicle for Unit Parking: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License No. \_\_\_\_\_ State \_\_\_\_\_

Vehicle for Unit Parking: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License No. \_\_\_\_\_ State \_\_\_\_\_

Have you ever filed a petition in bankruptcy?  Yes  No If yes, explain: \_\_\_\_\_

Have you ever been convicted of a felony or a misdemeanor within the last 7 years?  Yes  No If yes, explain: \_\_\_\_\_

Have you ever been evicted or asked to move?  Yes  No If yes, explain: \_\_\_\_\_

**PERSONAL REFERENCES**

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Occupation</u>
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_____	_____	_____	_____
_____	_____	_____	_____

**EMERGENCY CONTACT**

In case of emergency, notify: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Employment Information**

Name of Current Employer/Company: \_\_\_\_\_  
Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_  
Employment Income: \$ \_\_\_\_\_ Check One:  Salary  Hourly  Self-Employed  
Phone No. to Verify Salary: \_\_\_\_\_ How long with this employer? \_\_\_\_\_

Name of Prior Employer/Company: \_\_\_\_\_  
Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_  
Prior Employment Income: \$ \_\_\_\_\_ Check One:  Salary  Hourly  Self-Employed  
Phone No. to Verify Salary: \_\_\_\_\_ How long with this employer? \_\_\_\_\_

**Other Sources of Income**

Source: \_\_\_\_\_ Amount \$ \_\_\_\_\_ How Often? \_\_\_\_\_  
Source: \_\_\_\_\_ Amount \$ \_\_\_\_\_ How Often? \_\_\_\_\_

**Financial Information**

Name of your Bank: \_\_\_\_\_ Branch/Address: \_\_\_\_\_  
Checking Account:  Yes  No Savings Account:  Yes  No

List any real estate or auto loans:

Name of Creditor Address Phone Mo. Pmt. Amount

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***This section for office use only.***

Application received: \_\_\_\_\_, 2\_\_\_\_  
Processing fee paid: \_\_\_\_\_, 2\_\_\_\_ By:  cash  check  money order Amount \$ \_\_\_\_\_  
Holding Deposit paid: \_\_\_\_\_, 2\_\_\_\_ By:  cash  check  money order Amount \$ \_\_\_\_\_

Complete and attach **Verification/Screening Form.**

APPLICATION  
ACCEPTED by: \_\_\_\_\_ or REJECTED by: \_\_\_\_\_ Date \_\_\_\_\_

Remarks: \_\_\_\_\_  
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