



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

PROPERTY MANAGEMENT
AGENCY/SUBAGENCY DISCLOSURE

NOTE: DIFFERENT BROKERAGE RELATIONSHIPS ARE AVAILABLE INCLUDING SELLER AGENCY,
SUBAGENCY, BUYER AGENCY, OR TRANSACTION-BROKER

(For purposes of this disclosure, Buyer also means "Tenant" and Seller also means "Landlord".)

- Best Real Estate Management, LLC is a licensed Real Estate Broker in the State of Washington. Brent Hamner is the current Designated Broker and Manager.
Broker is leasing and/or managing the property as Agent/Subagent for Landlord and that Broker is not Agent for Tenant. Any leasing and/or management fees due Broker for this transaction will be paid by Landlord and not by Tenant.
Broker owes duties to Landlord that include utmost good faith, loyalty, and fidelity.
Broker will negotiate on behalf of and act as an advocate for the Landlord.
Broker shall disclose to Tenant all adverse material facts about the property actually known by us.
Broker will assist you without regard to race, color, creed, sex, religion, national origin, familial status, marital status, handicap, or ancestry.
Broker requires "per Broker's office policy" that a copy of this disclosure be signed by each Tenant applicant and returned to Broker before Broker can process Tenant's application.
Tenant will not be accepted on a "first-come, first-served basis" and per the terms of Broker's Rental Property Management Agreement with Owner, Broker shall screen prospective tenants based on the applicant's qualifications and the Owner's needs.
Tenant applicant should not tell Broker any information which applicant does not want shared with the Landlord.
Tenant shall not be vicariously liable for Broker's acts when Broker acts as Agent and/or Subagent of Landlord. (Vicarious liability is a principal's liability for the acts of an agent when the agent is acting within the scope of the agent's employment.)

I/We hereby acknowledge that I/we have received and read a copy of this disclosure.

Applicant's Signature Date

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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

- \$40.00 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.

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 \$40.00 for each person 18 years or older, or one check for \$40.00 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

Name	Address	Phone	Occupation
_____	_____	_____	_____
_____	_____	_____	_____

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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Notice of Additional Fees

Our application fee is \$40 per unrelated adults, \$40 for married couples (both parties must complete an application). Our policy is that should Best Management decline to rent to you your application fee(s) are 100% refundable.

Our cleaning fee (should cleaning be required after you move out) is \$35.00 per hour.

Our carpet cleaning charge is \$.25 per square foot. A minimum charge of \$200.00 applies.

Damage caused by tenants will be charged to the tenant for repairs. (clogged toilets, garbage disposals etc)

Should you wish to terminate your lease agreement prior to the expiration of your lease agreement you will be subject to the provisions of the Landlord Tenant Act RCW 59.18. To limit charges you should seek a tenant to take over your lease agreement. They are required to complete an application (and application fee) and be approved by Best Management. Once approved we will execute the paperwork required to remove you from the lease and transfer the new tenant onto the lease. We charge a \$300.00 fee for this service. Additionally we will not refund your security deposit, you must work that out with the incoming tenant.

During the term of your tenancy should you wish to add another party to your lease agreement, they must complete an application (and application fee), be approved by this office. An administrative fee of \$200.00 is payable to Best Management.

Notice regarding screening: We use Equifax Information Services for all tenant credit reports. They are headquartered in Atlanta GA. Ph: 888 202 4025. You have the right to obtain a free credit report from Equifax should your application be declined by this office. You may also dispute the accuracy of the report by contacting Equifax customer service.

In addition to the credit report this office will also verify previous rental history, employment history, references etc. in the processing and approval of your application.

We do not accept "Reusable Tenant Screening Reports".