

Union Plaza Associates
PO Box 88, Graham, WA 98338
dplapartmentskc@gmail.com
253-200-5325

Thank you for your interest in joining the Union Plaza Apartments community!

Attached please find the DPL Apartments Rental Criteria and the Union Plaza Apartments Application.

INSTRUCTIONS TO APPLY:

Each person 18 and older who will be residing in the home must submit the following:

- DPL Apartments Rental Criteria** (3 pages) – all highlighted sections must be filled out completely, signed, and dated
- Union Plaza Apartments Application** (2 pages) - filled out completely, signed, and dated
- Application Fee** of \$32.95 made payable to **Union Plaza Associates**
- Current state or government picture identification**
- Valid social security number or passport/visa**
- Proof of income**
 - Attach copy of past two (2) current check stubs
 - Attach copy of SSI/disability papers, child support papers, etc.
 - Attach copy of student financial aid award
 - If self-employed: attach a copy of last year's tax returns and three (3) months of current bank statements
 - If an international student: attach a copy of three (3) months of current bank statements and a letter indicating the frequency and amount of payments you receive
- Applicants using a voucher program must have voucher paperwork submitted with the application.**

COSIGNERS:

Cosigners also submit the items listed above and complete the screening process.

APPLICATION SUBMISSION:

Application materials may be submitted via overnight mail to:

View West Apartments Office
ATTN: Meg Douglas
1655 11th Avenue
Milton, WA 98354

Please email dplapartmentskc@gmail.com with the tracking number to reserve your spot for consideration. If you prefer to submit it in person, please drop it off to the View West Apartments address above. There is a mail slot (looks like a metal flap) in the office door where you can submit your completed application anytime.

QUESTIONS:

If you have any questions, please contact:

Meg Douglas, Property Management Assistant
dplapartmentskc@gmail.com / 253-200-5325

RENTAL CRITERIA

QUALIFYING STANDARDS

Employment History / Income Requirements:

- Must have a verifiable income consisting of a minimum of **2.5 times** the monthly rent.
- History of acceptable level of income must cover the **previous 24 months**, if applicable*
- Applicants using a voucher program must have voucher paperwork submitted with the application.

***Applicants without 24 months verifiable income may require a cosigner**

Applicant Initial

Credit Requirements:

- Positive credit history is required*
- A minimum credit score of **680** is required. Any credit score below 680 may require an additional security deposit in the amount of one month's rent or may result in denial of the application.

***Applicants without a credit score may require a cosigner**

Applicant Initial

- **Debt Collections:** Medical-related collections are excluded.

Applicant Initial

- **Monies Owed to Landlord:** Any monies owed to a current or previous landlord will lead to automatic denial of the application.

Applicant Initial

- **Bankruptcy:** All bankruptcies must be discharged and six months of good credit must be established. Any negative collection history since the disposition may lead to denial of the application. No non-discharged bankruptcies.

Applicant Initial

You have the right to obtain a copy of your credit report if your application is denied; for a request, please contact the third-party applicant screening agency below:

Tenant Background Search
866.775.0961
support@tenantBackgroundSearch.com

Rental History and/or Home Ownership:

- **24 months*** of positive verifiable rental history from a third-party landlord including proper notice to vacate given. Positive history includes but is not limited to demonstrating a pattern of meeting their rental obligations, leaving prior rental properties in good condition, and providing proper notice to vacate.
- *Please note that you must provide contact information for the previous landlord(s) and that the previous landlord must take or return our screening request within 72 hours application submission or we will move onto the next application.*
- Home ownership will be verified through tax records or credit report.

***Applicants without 24-month's verifiable rental history may require a cosigner**

Applicant Initial

- **Eviction History:** Any evictions or monies owing to a landlord will lead to automatic denial of the application.

Applicant Initial

Criminal History: Criminal history will be evaluated on a case-by-case basis in accordance with city, county, and state laws.

Applicant Initial 

Occupancy Standards: A maximum of 2 people per bedroom will be allowed to occupy the unit.

Applicant Initial 

COSIGNER: If a cosigner is required, they should:

- Have a verifiable monthly income equal to four (4) times the stated monthly rent;
- Have a minimum credit score of **725**;
- Be a current home-owner; and
- Meet all other criteria included on the qualifying standards.
- Cosigner will need to fill out and submit the rental criteria, application packet, application fee of \$32.95, provide proof of income and current state or government picture identification.
- Once approved, at lease signing cosigner will be required to sign all lease documents including a cosigner addendum, which remains in effect for the duration of the tenant's residency.

Applicant Initial 

PET POLICY:

If you intend to have a pet on the property you must obtain permission in advance and sign and/or provide the appropriate forms. All pets must be properly licensed if required by city or county law and you must provide a record of current immunizations. Verification of licensing with the county must be provided to and approved by management prior to moving in.

- Cats only (maximum two per unit)
- \$35 monthly pet rent per cat.
- For Pierce County Residents only, \$150 refundable pet deposit and \$150 non-refundable pet fee are also required.

Applicant Initial 

RENTER'S INSURANCE POLICY:


Current renter's insurance is required for all residents. Verification of renter's insurance must be provided to and approved by management prior to moving in.

Applicant Initial 

APPLICATION PROCESS: Applications are processed by a professional tenant screening company. **Any false or misleading information provided by the applicant on the written application or omission of a material fact may result in denial.** We do not accept comprehensive reusable tenant screening reports.

Applicant Initial 

Applications are pre-reviewed in the order in which completed applications and application fee are received. After preliminary screening, applications which do not appear to meet our Rental Criteria will be notified and will not be passed along for further review. Please note that, while equivalent applicants are processed in the order received, such other factors such as the requested date of the commencement of tenancy may result in priority of another application.

Applicant Initial 

INSTRUCTIONS TO APPLY:

Each person 18 and older who will be residing in the home must submit the following:

- ✓ Application and Rental Criteria must be filled out completely, signed, and dated
- ✓ Application Fee of \$32.95
- ✓ Attach copy of current state or government picture identification
- ✓ Attach copy of valid social security number or passport/visa for all the occupants

- ✓ Proof of income
 - Attach copy of past two (2) current check stubs
 - Attach copy of SSI/disability papers, child support papers, etc.
 - Attach copy of student financial aid award
 - If self-employed: attach a copy of last year's tax returns and three (3) months of current bank statements
 - If an international student: attach a copy of three (3) months of current bank statements and a letter indicating the frequency and amount of payments you receive
- ✓ Applicants using a voucher program must have voucher paperwork submitted with the application.

If additional time is required to complete the application due to the need to procure interpretation/translation services for accommodations for a disability, please submit your request in writing to: thomas_jen@comcast.net and cc: dplapartmentspc@gmail.com

Applicant Initial

APPLICATION FEE: An application fee of \$32.95 per applicant must be paid (**cash, cashier's check, or money order** made out to the apartment community) before we will process the application. If the application is denied, or the applicant cancels for any reason, this fee will be non-refundable.

Applicant Initial

HOLDING FEE: Once you have been notified that your application has been approved, you have 24 hours to deliver a holding fee in the amount of the basic security deposit to our office. Until we receive a holding fee we reserve the right to continue to market the property to prospective tenants.

A cashier's check or money order made out to the apartment community is required for the holding fee and all move in funds. **Once the holding fee has been paid, cancellation by the applicant will forfeit these funds.**

Applicant Initial

LEASE START DATE: Once application is approved, applicants have 10 days to start their lease and take possession of the apartment unless work is still being completed on the unit.

Applicant Initial

PAYMENTS DISCLOSURE: Currently, we do not offer a means for electronic payments. Monthly rent payments must be paid in the form of a personal check, cashier's check, or money order and mailed to the apartment community's Post Office Box.

Applicant Initial

CITY OF TACOMA RESOURCES: For **Chelsea Apartments, Heatherstone Arms Apartments, and Maple Court Apartments** applicants, please visit <http://www.cityoftacoma.org/rentalhousingcode>.

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Equal Housing: This community does not discriminate based on race, color, sex, religion, handicap, familial status, national origin, political ideology, creed, ancestry, age, marital status, sexual orientation, gender identity, parental status or use of Section 8 certificate.

By signing below, I agree that I have read and understand the rental criteria. Rental criteria must be submitted with the application.

Applicant signature:

Date:

Owner/Agent signature: _____

Date: _____

Union Plaza Apartments
Seattle, WA 98122

RENTAL APPLICATION for Unit # _____ Rent Amount \$ _____ Desired Move-In Date: _____

Application Must Be Filled Out Completely (Please PRINT Clearly) DATE: _____

APPLICANT INFORMATION – FULL LEGAL NAME			
First:	Middle:	Last:	
Cell Phone:	Work Phone:	E-Mail:	
DATE OF BIRTH:	VALID Driver's License or ID Number:	VALID Social Security Number:	
CURRENT Address:	City:	State:	Zip:
Do you currently Own or Rent (Please circle) Monthly Payment or Rent: \$	Move-In Date: _____	Move-Out Date: _____	
Current Landlord:	Current Landlord Phone:	Reason for Leaving:	
PREVIOUS Address:	City:	State:	Zip:
Did you Own or Rent (Please circle) Monthly Payment or Rent: \$	Move-In Date: _____	Move-Out Date: _____	
Previous Landlord:	Previous Landlord Phone:	Reason for Leaving:	
SPOUSE – FULL LEGAL NAME			
First:	Middle:	Last:	Date of Birth:
SSN:	Phone:		
OTHER PROPOSED OCCUPANTS			
List all persons in addition to yourself that will also be residents, including a date of birth for each. All persons 18 or older must complete a separate rental application and pay a screening fee.			
FULL Legal Name:	Age:	Relationship:	
FULL Legal Name:	Age:	Relationship:	
EMPLOYMENT INFORMATION			
CURRENT EMPLOYER:	Start Date:	End Date:	
CURRENT Employer Phone:	Position:	Monthly Income: \$	
PREVIOUS EMPLOYER:	Start Date:	End Date:	
PREVIOUS Employer Phone:	Position:	Monthly Income: \$	
OTHER SOURCES OF INCOME:	Monthly Income: \$		

EMERGENCY INFORMATION		
Name:	Phone:	Relationship:

PERSONAL INFORMATION and BACKGROUND HISTORY		
Have you ever filed bankruptcy?.....	Yes	No (please circle)
Do you require special accommodations?.....	Yes	No
Have you ever been evicted or a party of an eviction from an apartment?.....	Yes	No
Are you a full-time student?.....	Yes	No
Do you own a pet? If so, what type of pet? _____	Yes	No
<i>If pets are permitted by owner, prior permission must be obtained, and all documents signed by both parties. All pets must be properly licensed if required by city or county law and must have record of current immunizations.</i>		

Landlord is prohibited from requiring disclosure, asking about, rejecting an applicant, or taking an adverse action based on any arrest record, conviction record, criminal history, except for registry information as described in SMC 14.09.025.A.3, SMC 14.09.025.A.5, and subject to the exclusions and legal requirements in SMC 14.09.115

Applicant may provide supplemental information related to Applicant’s rehabilitation, good conduct, and facts or explanations regarding their registry information.

I authorize the verification of the information provided on this form as to my credit and employment. I have received a copy of this application. I understand that I acquire no rights in an apartment until I sign an agreement in the form submitted to me and remit a holding fee of \$500 on the apartment I have selected. This holding fee will be held in accordance with the rental agreement. In return of the landlord’s holding the apartment for me. I hereby waive all rights to the return of this holding fee. The holding fee will be held as liquidate damages if I do not choose to enter into the agreement applied for herein. In the event this agreement is not accepted, the holding fee will be returned to the applicant. _____ **Applicant Initial**

NON-REFUNDABLE PROCESS FEE \$32.95 (Money Order, Cash, or Cashier’s Check) made payable to: Union Plaza Associates

In compliance with the FAIR CREDIT REPORTING ACT, this is to inform you that accredit investigation involving the statements made on this application for tenancy at this apartment complex is being initiated. I/we certify that to the best of my/our knowledge all statements are true and complete. I/we further authorize TBS to obtain credit reports, and rental history as needed to verify all information put forth in this application. I also waive any legal rights toward TBS in their reports or information.

By signing this application, I am giving permission for my current and previous landlords to be contacted to verify my rental history.

_____ *By initialing, I acknowledge having been notified in writing, or by posting, of what types of information will be accessed to conduct the tenant screening and what criteria may result in denial of the application, as required by RCW 59.18.257 & SMC 14.08.050 (A)*

Applicant Signature:	Date:
Agent/Owner	Date: