



PRE-APPLICATION NOTICE TO PROSPECTIVE TENANT

1. Information about any prospective tenant ("applicant") is collected and reviewed to determine whether or not the applicant is acceptable for tenancy at a property. This procedure is sometimes known as screening.

2. The following types of information will or may be accessed to conduct screening: civil and criminal court records, credit report and credit rating, rental history, rental references and/or personal references, employment verification, verification of income from employment or other sources, verification of assets with financial institution(s), applicant's responses in personal interview and application, and _____

3. *Check if applicable:* In addition to the foregoing, an investigative consumer report may be compiled in which information about applicant's character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with applicant's neighbors, friends, associates or others with whom applicant is acquainted or who may have knowledge concerning any items of information.

4. The following criteria may result in denial of the rental application or imposition of extra conditions: criminal conviction(s), civil judgment(s), eviction(s), adverse credit report, credit rating not high enough, adverse report(s) from rental reference(s) and/or personal reference(s), lack of sufficient employment or income, lack of sufficient assets, adverse evaluation based on interview of applicant, false information on rental application, adverse information from any investigative consumer report if No. 3 applies, or _____

5. Tenant screening service or other consumer reporting agency to be used (if applicable):

<u>ORCA Information</u>	<u>120 E. George Hopper Rd., Burlington, WA 98233</u>	<u>360-588-1633</u>
Name	Address	Phone

6. Other investigative service to be used (if applicable):

_____	_____	_____
Name	Address	Phone

Applicant has the right to obtain a free copy of the report from a tenant screening service or other consumer reporting agency in the event of a denial or other adverse action, and to dispute the accuracy of information appearing in any such report.

The following non-refundable screening costs, which do not exceed customary costs charged in the area, are being charged to applicant: Screening fee charged by service or agency: \$ 47-\$50 Full / \$ 39 Mini
 Other N/A \$ 0

If applicant is denied tenancy or is subject to other adverse action as a result of the investigations or screening, landlord will provide written notice stating the adverse action and the reasons for it.

The undersigned applicant(s) has / have read the foregoing Notice and understand(s) it, and consent(s) to the above-described investigations and screening:

SIGNED:

_____	_____	_____	_____
APPLICANT	DATE	APPLICANT	DATE
Print Name: _____		Print Name: _____	

Received from applicant(s) \$ _____ for screening fee(s): _____
Signature of Agent for Owner DATE