

Real Estate Leasing and Management  
**JCHiggins & Associates**  
Property Managers Initials: \_\_\_\_\_

|                     |                |
|---------------------|----------------|
| For Office Use Only |                |
| Date: _____         | _____          |
| Property: _____     | _____          |
| Unit #: _____       | Rent: _____    |
| Agent: _____        | Deposit: _____ |

Please complete all requested information on both pages. Thank you for your interest in our property.

Date of application: \_\_\_\_\_ Desired Date of Occupancy: \_\_\_\_\_

**PERSONAL INFORMATION**

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Driver License State & No. \_\_\_\_\_

Spouse's Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Driver License State & No. \_\_\_\_\_

| Full Names of all others to occupy unit: | Relationship to you: | Date of Birth: |
|--|----------------------|----------------|
| _____                                    | _____                | _____          |
| _____                                    | _____                | _____          |
| _____                                    | _____                | _____          |

How many pets do you or other occupants own? \_\_\_\_\_ What type of pet? \_\_\_\_\_

How did you hear about our property? \_\_\_\_\_

Do you speak any foreign languages fluently? \_\_\_\_\_ Which language? \_\_\_\_\_

Do you have any additional sources of income? If so, please list \_\_\_\_\_

**RESIDENCE HISTORY**

Present Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Date of Move-in: \_\_\_\_\_

Present Landlord/Mortgage Company: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Monthly Payment: \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Date of Move-in: \_\_\_\_\_ Move-out: \_\_\_\_\_

Present Landlord/Mortgage Company: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Monthly Payment: \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

**EMPLOYMENT HISTORY**

Present Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Position Held: \_\_\_\_\_

FT/PT \_\_\_\_\_ Gross Monthly Salary: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Position Held: \_\_\_\_\_

FT/PT \_\_\_\_\_ Gross Monthly Salary: \_\_\_\_\_

Spouse's Present Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Position Held: \_\_\_\_\_

FT/PT \_\_\_\_\_ Gross Monthly Salary: \_\_\_\_\_

**OTHER INFORMATION**

Please list all vehicles owned by you and all others to occupy unit

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Plate No./State: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Plate No./State: \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

Full Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**DECLARATIONS**

|  | Applicant | Co-Applicant |
|--|-----------|--------------|
| 1. Are there any outstanding judgments against you?      | Y/N       | Y/N          |
| 2. Have you ever been convicted of a criminal offense?   | Y/N       | Y/N          |
| 3. Have you ever been evicted?                           | Y/N       | Y/N          |
| 4. Have you ever received an unlawful detainer?          | Y/N       | Y/N          |
| 5. Have you declared bankruptcy within the past 7 years? | Y/N       | Y/N          |
| 6. Do you owe any rental agencies/landlords money?       | Y/N       | Y/N          |

**ACKNOWLEDGMENT AND NOTIFICATION TO APPLICANT**

I/We understand I/we acquire no rights in any property until I/we sign this agreement and submit a holding fee in the amount of \$\_\_\_\_\_ *in Money Order or Cashier's Check only*. If my/our application is approved and I/we sign a Rental Agreement, this holding fee shall be credited towards my/our security deposit. If my/our application is approved but I DO NOT sign a Rental Agreement and do not wish to take possession of rental property, this holding fee shall be forfeited to JCHiggins & Associates as liquidated damages. In the event application is denied, this holding fee shall be returned to the applicant(s).

I understand I must pay a \$40 NON-REFUNDABLE APPLICATION FEE (PER PERSON) for screening my application made payable to JCHiggins & Associates. If this application is denied because of adverse findings I may contact TRANSUNION at (800) 888-4213.

I/We hereby authorize JCHiggins & Associates to obtain credit reports, criminal background information and reports, verification of rental and employment history, and obtain any other information that would be useful in this application process. I/We further understand that false, fraudulent or misleading information disclosed above may constitute grounds for rejection / denial of this application, termination of rights of occupancy, and/or forfeiture of deposit/holding fee and may constitute a criminal offense under the laws of Washington State. By signing below, I/We agree to all terms herein as stated.

Applicant: \_\_\_\_\_ Co-Applicant: \_\_\_\_\_

Date: \_\_\_\_\_