

# Rental Application



715 East Sprague Avenue, Ste 102, Spokane WA 99202 · 509/232-0170 · fax 509/484-4617



**INSTRUCTIONS:** Please enter all information correctly and completely. Missing, incomplete or fraudulent information is grounds for rejection. In order to process your application quickly, please attach most recent tax return or 4506T (IRS transcript), copies of picture ID for all adults, and copies of social security cards for all family members. All non-married adult applicants must complete separate applications. Mail or bring the completed application to the address above (if you mail the application be sure to let us know how to contact you). If you appear to be qualified based on the information submitted, you will be asked to pay the Application Fee (\$31 per adult or married couple and \$12 for each 16-17 year old for most properties). Do not enclose the fee with the application.

Spokane Housing Ventures has a “no cash” policy. Please pay fees, rents and deposits in the form of a check or money order only. Make checks or money orders for screening fees out to T.I.S., the background screening service.

If you need assistance completing this application or have any questions regarding this form, the application process or a prospective unit, please contact resident services/occupancy manager at (509)232-0170 Ext. 205.

**[www.spokanehousingventures.org](http://www.spokanehousingventures.org)**

**PROPERTY:** I am interested in renting:

Studio	1 BR	5th & Wash.	Casas Salvadas	CJ Court	Cottonwood II	El Estero	Willow Ridge
2BR	3BR	Hidden Pines	Medical Lake	Scattered Sites	Hartson Triplex	Village Apts.	
4 BR	Other	Wilton Apts.	Woodruff Hts.	Cottonwood I	<input type="checkbox"/> Green Gables	Landmark	

**APPLICANT INFORMATION:**

<b>Applicant Name:</b>	<b>Jr. Sr. Etc.:</b>	<b>Full Time Student:</b> Yes No
<b>Current Address:</b>	<b>Telephone:</b>	<b>Rent Amount:</b>
<b>City, State, Zip:</b>	<b>Date of Birth:</b>	<b>Are you 18 or older?</b> Yes No
<b>SSN:</b>	<b>Have you ever used a different SSN or last name?</b> Yes No <b>Please explain:</b>	
<b>Driver's License # and State of issue:</b>	<b>Email address:</b>	
<b>Co-Applicant Name:</b>	<b>Jr. Sr. Etc.:</b>	<b>Full Time Student:</b> Yes No
<b>Current Address:</b>	<b>Telephone:</b>	<b>Rent Amount:</b>
<b>City, State, Zip:</b>	<b>Date of Birth:</b>	<b>Are you 18 or older?</b> Yes No
<b>SSN:</b>	<b>Have you ever used a different SSN or last name?</b> Yes No <b>Please explain:</b>	
<b>Driver's License # and State of Issue:</b>	<b>Email address:</b>	

Have you ever lived in a property owned and/or managed by Spokane Housing Ventures Y N Property \_\_\_\_\_

**OCCUPANT INFORMATION:** Please list names of other occupants who will be living at this residence. Attach additional sheet if necessary.

Last Name	First Name	SSN	Gender (circle)	Birth Date	Full Time Student?
			M F		Y N
			M F		Y N
			M F		Y N
			M F		Y N
			M F		Y N

**RESIDENCE/RENTAL HISTORY:** List **current address first**. Provide at least **3 years** of rental history. Attach an additional paper if necessary.

Move In Date	Move Out Date	Property Address	Rent	Deposit	Landlord/Owner Name	Daytime Phone	Reason For Leaving

**EMPLOYMENT REFERENCE:** Please list your current employer. If unemployed, state so.

	Current Employer	Supervisor	Phone	Position	How Long?
Applicant					
Co-app.					

**INCOME:** Please identify source, name of recipient and amount of current income. **Is your income seasonal or sporadic?** Yes No

Applicant Current Gross Income	Recipient's Name	Monthly Amount	Co-Applicant Current Gross Income	Recipient's Name	Monthly Amount
Employment			Employment		
Child Support/Alimony			Child Support/Alimony		
SSA			SSA		
SSD			SSD		
SSI			SSI		
VA			VA		
L&I			L&I		
DSHS			DSHS		
Food Stamps			Food Stamps		
Other			Other		

**PERSONAL REFERENCE/EMERGENCY CONTACT:** Please list two personal references as well as an emergency contact.

Name	Address	Phone	Relationship
			Emergency Contact

**CURRENT HOUSING, REFERRAL AND/OR SPECIAL NEEDS:** Please circle all that apply.

Current Housing Type:	How did you hear about the property?	Special Housing Needs:
House	Self	Ground Floor
Doubled up with another family	Sign for rent	Wheel chair accessible
Transitional Housing Apartment	Flyer or Newspaper	Ramp
Shelter	Church	Barrier free
Homeless	Housing Authority	Hearing- or sight-accessible smoke detectors
Car/streets	Social service staff	English as a second language
Treatment Center	Outreach team	Live-in caretaker
Apartment	Alcohol/drug program	Large Family (4 or more)
Other (Please List)	Mental health program	Other (Please List)
	Emergency housing program	
	Other (Please List)	

**MISCELLANEOUS:** Please answer all questions.

Are you currently receiving a Section 8 voucher or certificate?	Yes	No
Have you or any member of your household ever been evicted from your home?	Yes	No
Do you own a vacuum cleaner or do you have access to one on a regular basis?	Yes	No
Within the last seven years, have you or any member of your household filed bankruptcy?	Yes	No
If yes, is the bankruptcy discharged?	Yes	No
Are you or any member of your household currently having your wages garnisheed?	Yes	No
Have you or a household member ever been charged with illegal manufacture or distribution of a controlled substance?	Yes	No
Have you or a member of your household <u>ever</u> been convicted of a crime?	Yes	No
Describe Offense:	Year convicted:	
Are you or any member of your household a registered sex offender in any state?	Yes	No
Are you or any member of your household required to register your address with a corrections office or with police personnel?	Yes	No
Do you own a pet? (Please inquire about our pet policy.)	Yes	No
Do you own a waterbed? (Please inquire about our insurance policy.)	Yes	No

**OPTIONAL INFORMATION: TO BE USED ONLY FOR EQUAL OPPORTUNITY COMPLIANCE MONITORING PURPOSES.** Spokane Housing Ventures is committed to offering equal housing opportunities to qualified individuals and families and does not discriminate with regard to race, color, religion, national origin, sex, marital or familial status, disability, or sexual orientation. Your answers to these questions are optional and will be used only to help us determine our compliance with equal opportunity guidelines. There is no penalty for not completing this section.

**APPLICANT:**

<b>Gender:</b>	Male	Female	
<b>Marital Status:</b>	Married	Separated	Single (Divorced, Widowed, Never Married)
<b>Race/Ethnic Origin</b>	Alaskan Native Hispanic	Native American Pacific Islander/Asian	Bi-racial Black, non-Hispanic White, non-Hispanic Other (specify)

I do not wish to furnish this information. \_\_\_\_\_ (initial)

**CO-APPLICANT:**

<b>Gender:</b>	Male	Female	
<b>Marital Status:</b>	Married	Separated	Single (Divorced, Widowed, Never Married)
<b>Race/Ethnic Origin</b>	Alaskan Native Hispanic	Native American Pacific Islander/Asian	Bi-racial Black, non-Hispanic White, non-Hispanic Other (specify)

I do not wish to furnish this information. \_\_\_\_\_ (initial)

**Certification:**

By my (our) signature(s) below I (we) do hereby certify that the information on this application is both accurate and complete:

_____	_____	_____	_____
Resident	Date	Resident	Date
_____	_____	_____	_____
Resident	Date	Resident	Date

**Release of Information and Authorization to Verify**

I (we), \_\_\_\_\_ understand that all information provided herein to Spokane Housing Ventures as part of my (our) application for tenancy will be thoroughly reviewed by staff and or their agents. I (we) hereby certify that this application has been made freely and voluntarily, and that the information entered above is accurate to the best of my (our) knowledge.

I (we) understand that knowingly providing any false information is grounds for denial.

I (we) hereby authorize Spokane Housing Ventures to verify the information herein in order to evaluate my (our) eligibility for tenancy. I (we) understand that verification will require inquiries to past and present employers and other income sources, past and present landlords, and social service agencies. It may also require obtaining credit reports and examination of public records and databases. Credit reports and public records will be obtained from third party sources and I (we) understand that I (we) have a right to dispute the accuracy of any information they may contain. I (we) understand that all information submitted herein and which SHV may obtain from other sources for verification purposes will be held in strict confidence by SHV, and not used for any purpose, or disclosed to any parties, not related to evaluating my (our) eligibility for tenancy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*To appeal or dispute the decision of Spokane Housing Ventures, please submit it in writing to:*

*Spokane Housing Ventures, 715 E Sprague Avenue, Suite 102, Spokane, WA 99202.*

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