

Application Instructions

ALL STAR MANAGEMENT, LLC
502 State Ave
Marysville, WA 98270
(425) 356-3100

1. Review the Residential Rental Tenant Application Policy
2. Complete the All Star Management Co. Residential Rental Application
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED
3. Provide a Copy of State Drivers License for all Applicants
Applicants may mail to above address or fax if applying through the on line application.
4. Provide a Copy of current pay stubs for all Applicants.
Applicants may mail to above address or fax if applying through the on line application.

Sign and Return the completed application with all requested, Driver License, Pay Stub copies and a **\$35.00** check or money order per application processing fee, payable to **All Star Management Co, LLC** to the following:

All Star Management Co, LLC
502 State Ave
Marysville, WA 98270
(425) 356-3100 Phone
(360) 658-6063 Fax

If you need to add additional information to your application, please attach a separate sheet of paper and please reference the information.

If you should have any questions or need assistance in completing your application please call "All Star Management", and one of our Professional Team Members will be able to assist you.

Please allow 1 to 3 days for the processing of your application.

Residential Rental Tenant Acceptance Policy

Purpose: To provide a standardized guide for admitting residents to properties managed and/or leased by All Star Management Co, LLC: to ensure all applicants are treated fairly and equally; to eliminate the possibility of discrimination in rental decisions; and to ensure only responsible tenants who will pay rent on time and maintain the rental property are accepted

Scoring: Each applicants screening report shall be reviewed for two types of adverse information; **NEGATIVES & TERMINALS** if three or more **NEGATIVE** items are found in a report, with no extenuating circumstance, the applicant shall be declined.

NEGATIVES: The following items are considered NEGATIVE items:

- Any credit account that has three or more 30 day late payments in last 18 months
- Any credit account that has more than one 60 or 90 day late payment in the last 18 months
- Any credit account that is *currently* more than 30 days late
- Any Employment situation which is seasonal or temporary
- Any bank reference which shows more than one NSF check in the last 12 months
- Any credit account which is rated as having gone to *collection, charged off, judgment, lien or bankruptcy*
- Any *landlord reference* that includes more than two late rent payments in any 12 mo. Period
- Any landlord reference that a *letter and/or notice to comply* was sent to tenant
- Any instance of a *term lease*, not fulfilled

TERMINALS: The following items shall be considered terminal and subject to denial of your application:

- Any *Collection* filed by a Property Management Company
- Any *Eviction* or *Unlawful Detainer* or *Current 3 day pay or vacate*
- Any instance of a damage deposit or any portion thereof which was not returned to tenant due to: *unpaid rent, unpaid utilities, removal of trash/garbage/debris upon move out, or repair caused by tenant damage to unit*
- Any employment reference which states; the *applicant will be terminated in the near future*; the gross income is below the *minimum qualification* requirement of *3 times the rent rate*; or employment is under a probationary period of time
- Any *gross distortion* of the truth by applicant on the written application regardless of reason
- Occupancy of premises where the number of persons is greater than 2 related parties and/or 1 unrelated per bedroom

EXTENUATING CIRCUMSTANCES: In some cases the manager may feel an applicant who may not qualify under this policy, might still be an acceptable risk due to extenuating circumstances. Such circumstances might include, but are not limited to, severe medical problems, recent death of a spouse, recent divorce, a temporary period of unemployment in the past, negative information confined to a single landlord reference, etc. In these situations the manager may, at their option, either approve the application and/or request a review by their managing broker or the property owner who may, at their sole discretion, approve or decline the application.

ANTI-DISCRIMINATION: All Star Management Co., LLC is an equal Housing Opportunity Company. All rental and/or leasing of properties is conducted in accordance with State and Federal Housing Laws. If any portion of the acceptance policy shall be found to be in violation of any Federal, State, or Local Law or regulation in regard to equal housing opportunity, such portion shall be deemed stricken and of no force or effect, without effecting the remainder of the policy.

APPLICATION PROCESSING: In accordance with State and Federal laws you are hereby notified that an investigation may be made by All Star Management Co., LLC of the information you provided on the application, together with information as to your character, general reputation, personal characteristics and mode of living.

You have the right to dispute the accuracy of information provided by the entities you have disclosed, and, upon written request, the right to complete and accurate disclosure of the nature and scope of the investigation. All Star Management Co., LLC conducts all phases of the screening of the application. The \$35.00 per application fee is considered reasonable and is used to defray costs involved with the processing of the application. If an outside screening source and the cost of that service is less than the amount charged the applicant, then any unused portion of the application fee will be returned to the applicant.



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INSTRUCTIONS: Please print - All information MUST be filled in - Incomplete or False information may result in denial.

PART 1: APPLICANT INFORMATION - You must provide copy of driver's license, military ID or photo ID

Applicant's Last Name	First	Middle	Birth date	Social Security Number	State & drivers License #
Applicant's Last Name	First	Middle	Birth date	Social Security Number	State & Drivers License #
Other Occupant's Last Name	First	Middle	Birth date	Social Security Number	Relationship
Other Occupant's Last Name	First	Middle	Birth date	Social Security Number	Relationship
Other Occupant's Last Name	First	Middle	Birth date	Social Security Number	Relationship
Other Occupant's Last Name	First	Middle	Birth date	Social Security Number	Relationship

Is applicant or co applicant currently under a 3-Day Notice or eviction proceedings; ever been evicted; or left a landlord owing money?
 Yes _____ No _____ If yes, name and phone number of the landlord: _____

Incomplete or false information will result in automatic denial. Add additional comments at bottom of application

Is applicant, or any occupant named herein, under indictment for, or been convicted of a civil or criminal offense other than minor traffic infractions? _____ Yes _____ No - If Yes, Who: _____ Type of offense: _____ Date: _____

Incomplete or false information will result in automatic denial. Add additional comments at bottom of application

VEHICLE Information	Vehicle Make/Model _____ YR _____ License _____
	Vehicle Make/Model _____ YR _____ License _____
	Vehicle Make/Model _____ YR _____ License _____
	Vehicle Make/Model _____ YR _____ License _____

PART 2: RESIDENCE HISTORY, All information is required to process this application

Applicant's Present Address: _____ City _____ State _____ Zip _____
 Applicant's Phone No.: _____ Cell No. _____ How long: _____ Rent _____ Own _____ Move in date: _____
 Lease expiration date _____ Month to Month _____ Current monthly Payment \$ _____ Reason for moving: _____
 Name of present landlord _____ Mortgage Co. _____ Owner _____ Prop. Mgt. Co. _____
Current Phone Number to contact Landlord/Owner or Management Company _____ Address _____

Applicant's Previous Address: _____ City _____ State _____ Zip _____
 How long: _____ Rent _____ Own _____ Move in Date _____ Lease expiration _____ Month to Month _____
 Monthly Payment \$ _____ Reason for moving: _____
 Name of previous landlord _____ Mortgage Co. _____ Owner _____ Prop. Mgt. Co. _____
Current Phone Number to contact Landlord/Owner or management Co.: _____ Address _____

Co-Applicant's Present Address: _____ City _____ State _____ Zip _____
Applicant's Phone No.: _____ Cell No. _____ How long: _____ Rent _____ Own _____ Move in date: Month _____ Yr. _____
Lease expiration date _____ Month to Month _____ Current monthly Payment \$ _____ Reason for moving: _____
Name of present landlord _____ Mortgage Co. _____ Owner _____ Prop. Mgt. Co. _____
Current Phone Number to contact Landlord/Owner or Management Company _____ **Address** _____

Co-Applicant's Previous Address: _____ City _____ State _____ Zip _____
How long: _____ Rent _____ Own _____ Move in Date: Month _____ Yr. _____ Lease expiration _____
Month to Month _____ Monthly Payment \$ _____ Reason for moving: _____
Name of previous landlord _____ Mortgage Co. _____ Owner _____ Prop. Mgt. Co. _____
Current Phone Number to contact Landlord/Owner or management Co.: _____ **Address** _____

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Do you have pets? Yes _____ No _____ Are Cats De clawed Yes _____ No _____
Cat _____ Dog _____ Breed _____ Weight _____ Age _____ Neutered Yes _____ No _____ Spayed Yes _____ No _____
Cat _____ Dog _____ Breed _____ Weight _____ Age _____ Neutered Yes _____ No _____ Spayed Yes _____ No _____
Cat _____ Dog _____ Breed _____ Weight _____ Age _____ Neutered Yes _____ No _____ Spayed Yes _____ No _____

PART 3: EMPLOYMENT HISTORY - Incomplete or false information may result in denial

Applicant's Employment: Company: _____ Position/Occupation: _____
Address: _____ City: _____ State: _____ Zip _____ Phone No.: _____
Length of employment: _____ Yrs. _____ Months Monthly Income _____ Supervisor: _____
Full Time _____ Part Time _____ Unemployed _____ Retired _____ Other: _____
Do you have more then one job? Yes _____ No _____ If yes; Company Name _____ Address _____
Phone Number _____ Length of Employment Yrs. _____ Month _____ Supervisors Name _____
Do you have any other additional Income? Yes _____ No _____ Source of Income _____ Monthly Payment _____

If Applicants current employment is less then 2 years, please give previous employment

Applicant's Previous Employment: Company: _____ Position/Occupation _____
Address _____ City _____ State _____ Zip _____ Phone No _____
Length of employment: _____ YRS _____ Months Monthly Income _____ Supervisor: _____
Full time _____ Part time _____ Reason for leaving _____

Co- Applicant's Employment: Company: _____ Position/Occupation: _____
Address: _____ City: _____ State: _____ Zip: _____ Phone No: _____
Length of Employment: _____ Yrs. _____ Months Monthly Income; _____ Supervisor: _____
Full Time _____ Part time _____ Unemployed _____ Retired _____ Other _____
Do you have more then one job? Yes _____ No _____ If yes; Company Name _____ Address _____

Phone Number _____ Length Of Employment Yrs. _____ Months _____ Supervisor's Name _____
 Do you have any other additional Income? Yes _____ No _____ Source of Income _____ Monthly Income _____

PART 4: BANK & CREDIT REFERENCES

Applicants Bank: _____ Branch: _____ Checking ____ Savings ____ Loan _____
 Co-Applicants Bank: _____ Branch: _____ Checking ____ Savings ____ Loan _____

PART 5: PERSONAL REFERENCES

Please list Three personal Reference	Relationship	Address	Phone
1)			
2)			
3)			
Applicants Emergency Contact			
Co-Applicants Three personal References	Relationship	Address	Phone
1)			
2)			
3)			
Co-Applicant Emergency Contact			

I/We understand that I/We acquire no rights in the premises for which we are applying until I/We sign the Lease/Rental Agreement. I/We certify that to the best of my/our knowledge that all statements made herein are true and correct. I/We authorize Owner or his Agent the right to obtain such credit reports, character reports, civil and criminal reports, rental and employment history as they deem necessary to verify all information set forth in this application. I/We further understand that any false, fraudulent or misleading information disclosed above may be grounds for denial of tenancy or subsequent eviction. I/We are aware that an incomplete application causes a delay in processing and may result in denial of tenancy. I/We also hereby acknowledge receipt of the Residential Rental Tenant Acceptance Policy and Agency Disclosure along with the application and that I/We have read and understand its contents.

Signed _____ Date: _____ Signed _____ Date: _____
 Applicant Applicant

The undersigned hereby certifies that the information sought herein, or in any report prepared, is for the purpose of evaluating the applicant(s) suitability for tenancy and for no other purpose.

Signed: _____, Property Manager