

**Herring & Associates      509-664-1808      Fax: 509-662-2963**

**408 Fifth St, Suite A, Wenatchee, WA 98801**

**BUSINESS RENTAL APPLICATION**

**There is a one time non-refundable application fee of \$40 .**

**No application will be processed until application fee is received.**

**PHOTO IDENTIFICATION REQUIRED ON ALL APPLICATIONS.**

**A \$100 Administration Fee will be collected at the time of lease signing.**

HOME PHONE: \_\_\_\_\_ OR: \_\_\_\_\_

SHOWN BY: \_\_\_\_\_ CONCESSION: \_\_\_\_\_

PROPERTY TO BE RENTED: \_\_\_\_\_ REQUESTED MOVE-IN DATE \_\_\_\_\_

HOW DID YOU HEAR ABOUT US? \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ BUSINESS PHONE NUMBER: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

TAX ID #: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

OWNER'S DRIVER LICENSE #: \_\_\_\_\_ OWNER SOCIAL SECURITY NUMBER: \_\_\_\_\_

TAKE HOME PAY: PRINCIPLE \$ \_\_\_\_\_ / MONTH

WILL OWNER BE OCCUPYING THE UNIT? \_\_\_\_\_

NUMBER OF EMPLOYEES THAT WILL OCCUPY UNIT \_\_\_\_\_

HAS THE OWNER OR ANY OF THE OCCUPANTS EVER BEEN CONVICTED OF A FELONY? \_\_\_\_\_

IF SO, WHAT? \_\_\_\_\_

NAMES AND AGES OF PEOPLE THAT WILL BE OCCUPYING THE UNIT: (photo identification required on all occupants)

\_\_\_\_\_  
\_\_\_\_\_

**BANK REFERENCES:**

BANK: \_\_\_\_\_ ACCOUNT NO: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

**TRADE REFERENCES:**

NAME	ADDRESS	PHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____

MAKE OF CAR: \_\_\_\_\_ YEAR: \_\_\_\_\_ LICENSE# \_\_\_\_\_ STATE : \_\_\_\_\_

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MAKE OF CAR: \_\_\_\_\_ YEAR: \_\_\_\_\_ LICENSE # \_\_\_\_\_ STATE: \_\_\_\_\_

IN CASE OF EMERGENCY, CONTACT: Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

I hereby authorize Herring & Associates and or anyone affiliated with their firm to obtain all information, including credit reports, unlawful detainer information, criminal background, employment & income verification, landlord and personal references, or any other information on this application. I authorize all references to disclose any information about me. There will be no restrictions on the authorization, and I hold them harmless from any claim arising out of this disclosure concerning my association with them.

Signature: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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

## **RENTAL APPLICATION SCREENING GUIDELINES**

**NOTE: Incomplete or inaccurate information will result in delay or denial of rental application. Please fill out completely.**

In order to qualify, applicant must have all of the following:

1. 6 months income verification (must be 3 times the rent amount.) Acceptable forms of verification are: Computer generated check stubs, bank statements, fax from employer, verbal verification from payroll department. No other forms of verification will be accepted.
2. Good credit report. Any unpaid collections may result in decline.

After reviewing rental application, Herring & Associates may elect to offer a co-signer. However, we reserve the right to decline an applicant without offering a co-signer based on information gathered from rental application. All applications must be processed and evaluated prior to a co-signer application being offered.