

www.hagc.net

Housing Authority of Grant County

1139 Larson Blvd. • Moses Lake, WA 98837-3308

Phone: (509) 762-5541 • Fax: (509) 762-2202

Toll Free: (800) 747-9202 • TTY: (800) 833-6388

Our Larson Regular rentals are scattered houses located in North Moses Lake, otherwise referred to as the Larson subdivision. We have two, three, and four bedroom units.

Rent ranges from \$494.00 to \$770.00, depending on bedroom size.

Security Deposit

Two Bedroom	\$ 350.00
Three Bedroom	\$ 400.00
Four Bedroom	\$ 500.00

A pet deposit of \$350.00, with a non-refundable fee of \$100.00, is required for each approved pet.

All Housing Authority rentals are smoke free.

Your signature of a *no smoking* addendum will be required at your move-in.

APPLICANT MUST PROVIDE:

- Copy of Social Security Card
- Copy of photo I.D.
- Proof of adequate income (applicants need to be making at least double the rent amount.)
- Application Fee

A nonrefundable application fee of \$42.00 is required per each adult (18 years of age or older). The fee is payable by *Money Order* only, made out to HAGC.

*If all adults on the application have not had the same address for the past four years, please submit separate applications.

After your rental application has been accepted, the following will be reviewed:

- Credit Report
- Criminal Record
- Civil Court Records
- Past Rental References

The screening company we use is: Orca Information, Inc.
P.O. Box 277
Anacortes, WA 98221
1-800-341-0022
orca@orcainfo-com.com

Any negative information that would not make you a likely tenant for the Housing Authority will be considered.



The Housing Authority of Grant County, Washington, does not discriminate on the basis of race, color, national origin, religion, sex, physical or mental disability, or familial status. The Housing Authority of Grant County's policies and practices are designed to provide assurances that persons with disabilities will be given reasonable accommodations, upon request, so that they may fully access and utilize the housing programs and related services.





TENANT SELECTION POLICY

When reviewing a Rental Application and Tenant Screening Report we will consider: Extenuating circumstances (temporary loss of job, medical reasons, family emergencies, etc.). Applicant's screening report will be reviewed for the following adverse (negative) information:

CREDIT

Civil Judgments and/or collections for rentals and/or utilities
Bankruptcy, foreclosures, negative credit
Lack of credit history

COURT RECORDS

History of criminal behavior that may negatively affect tenancy – drugs, sex offense, theft, robbery, assault, active warrants, etc...

REFERENCES

Lack of 12 months of continuous, positive, objective rental history
Negative and/or incomplete rental references

EMPLOYMENT/INCOME

Lack of proper documentation proving adequate income to pay rent (earnings need to be 3 times rent amount)

Screening Report will also be reviewed for:

1. False information and/or omission of material fact listed on Rental Application
2. Lack of information provided on Rental Application

Applicants need to provide:

1. Copy of Social Security Card or equivalent proof of identity (Visa, Passport, etc)
2. Drivers License
3. Proof of adequate income
 - Most recent check stub with year to date earnings
 - Self Employed – Tax Returns for last two years
 - Retired – Copies of Deposit slips, Investment Earnings Documentation, Social Security Earnings Documentation, Bank Deposit History
 - Additional Income – Documents proving Child Support, Trust Funds, Bank Deposit History

In the event of Adverse Action (denial of tenancy, cosigner or increased deposit required) you have the right to a FREE copy of the background check we reviewed and processed by Orca Information, Inc. You also have the right to dispute the accuracy of any information therein.

Do not ask the Property Manager/Landlord for a copy of the background check processed. They are unable to give you a copy (Fair Credit Reporting Act). Upon Adverse Action the Property Manager/Landlord you are applying with will give to you the Adverse Action/Consumer Rights Letter. This letter describes in detail how you may obtain from the appropriate agencies and companies, a free copy of the background check

You have the right to obtain a FREE copy of your credit report each year from every credit bureau (Equifax, Experian, Trans Union). For a FREE copy log onto: www.annualcreditreport.com
Orca Information obtains their credit reports from Trans Union.

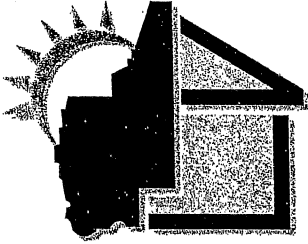
Note: In compliance with Washington State's Fair Tenant Screening Act of 2012, and the Fair Credit Reporting Act (FCRA), this is to inform you that the background investigation will be processed through Orca Information, Inc. We may be obtaining credit reports, court records (civil and criminal), arrest detention information, employment and rental references as needed to verify all information put forth on your rental application.
Orca Information, Inc. contact information is: www.orcainfo-com.com, orca@orcainfo-com.com, 800-341-0022, PO Box 277, Anacortes, WA 98221.

_____/_____/_____
Signature of Applicant Date

_____/_____/_____
Signature of Adult over 18 Date

_____/_____/_____
Signature of Spouse/Adult over 18 Date

_____/_____/_____
Signature of Adult over 18 Date



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APPLICATION FOR FAMILY DWELLING

(If more than two adults (persons over the age of eighteen) will be occupying the unit please request an additional application.)

Applicant Information:

Name: _____

Driver's License/Identification # _____

DOB: _____ SS: _____

Address: _____
Street

Mailing Address (if different from above)

City _____ State _____ Zip _____

Phone: _____ Mess. Phone: _____

Applicant employment information:

Present or last employer _____

Employer's Address _____

City _____ State/Zip _____

Immediate supervisor / phone _____

APPLICANT'S NEAREST LIVING RELATIVE:

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Co - Applicant Information:

Spouse: _____

Driver's License/Identification # _____

DOB: _____ SS: _____

Address: _____
Street

Mailing Address (if different from above)

City _____ State _____ Zip _____

Phone: _____ Mess. Phone: _____

Co-Applicant employment information:

Present or last employer _____

Employer's Address _____

City _____ State/Zip _____

Immediate supervisor / phone _____

CO-APPLICANT'S NEAREST LIVING RELATIVE:

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Monthly gross income: \$ _____ What is your current source of income? _____

Please list additional income (interest, child support, etc.) _____ Amount: \$ _____

Does applicant or co-applicant have a Savings or Checking acct: { No { Yes If yes, please list name of Bank, acct. # , address: _____

Does applicant or co-applicant own or plan to own a pet? { No { Yes If yes, please state how many, size and type. _____

List other name applicant or co-applicant is known by: _____

Has applicant or co-applicant ever been convicted of any crime? { No { Yes If yes, please state when, where and nature of crime? _____

Auto/Year/Make/License #: 1) _____ 2) _____

Has applicant or co-applicant ever rented from this agency? { No { Yes. If yes, please state the following:

Address of Dwelling: _____

Approximate date of occupancy: _____ Reason for leaving: _____

Have you or co-applicant ever been evicted? { No { Yes If yes, please explain: _____

Have you or co-applicant ever refused to pay rent? { No { Yes If yes, please explain: _____

Do you or any other occupant smoke? { No { Yes

(If necessary please use additional paper to answer any of the above questions.)

List Persons to live in the Home	Relationship	Date of Birth:	SOC. SEC. NUMBER
1.			
2.			
3.			
4.			

LANDLORD REFERENCES

List all the addresses where you have lived during the PAST 4 YEARS and the name, address, and telephone number of the landlords. Also, include the approximate dates you rented from each landlord.

Applicant:

Present Landlord Name: _____

Landlord Address: _____
City State Zip

Landlord Phone: _____ Contact Person: _____

How long (Mo/Day/Yr) From: _____ To: _____

Rent Own Lease Monthly Payment _____

Previous Address: _____

Landlord Name: _____

Landlord Address: _____
City State Zip

Landlord Phone: _____ Contact Person: _____

How long (Mo/Day/Yr) From: _____ To: _____

Rent Own Lease Monthly Payment _____

Previous Address: _____

Landlord Name: _____

Landlord Address: _____
City State Zip

Landlord Phone: _____ Contact Person: _____

How long (Mo/Day/Yr) From: _____ To: _____

Rent Own Lease Monthly Payment _____

Previous Address: _____

Landlord Name: _____

Landlord Address: _____
City State Zip

Landlord Phone: _____ Contact Person: _____

How long (Mo/Day/Yr) From: _____ To: _____

Rent Own Lease Monthly Payment _____

Co-Applicant:

Present Landlord Name: _____

Landlord Address: _____
City State Zip

Landlord Phone: _____ Contact Person: _____

How long (Mo/Day/Yr) From: _____ To: _____

Rent Own Lease Monthly Payment _____

Previous Address: _____

Landlord Name: _____

Landlord Address: _____
City State Zip

Landlord Phone: _____ Contact Person: _____

How long (Mo/Day/Yr) From: _____ To: _____

Rent Own Lease Monthly Payment _____

Previous Address: _____

Landlord Name: _____

Landlord Address: _____
City State Zip

Landlord Phone: _____ Contact Person: _____

How long (Mo/Day/Yr) From: _____ To: _____

Rent Own Lease Monthly Payment _____

Previous Address: _____

Landlord Name: _____

Landlord Address: _____
City State Zip

Landlord Phone: _____ Contact Person: _____

How long (Mo/Day/Yr) From: _____ To: _____

Rent Own Lease Monthly Payment _____

I understand that this is not a contract and does not bind either party. I certify that the above is true to the best of my knowledge and have no objection to inquiries for the purpose of verification.

In compliance with the Fair Credit Reporting Act, State and Federal laws, this is to inform you that an investigation involving the statements made on this application for tenancy is being initiated by ORCA Information. I/We certify that to the best of my/our knowledge all statements are true & complete. I/We further authorize ORCA Financial & Information to obtain credit reports, character reports, general reputation, mode of living, rental and employment history as needed to verify all information put forth on this application. SCREENING FEE IS NON-REFUNDABLE.

Applicant signature (person over 18 years of age) Date _____

Co-Applicant's signature (person over 18 years of age) Date _____

FOR OFFICE USE ONLY

Date: _____ Time: _____ Received by: _____

Date of Contact: _____ Response: _____

Credit Verified: _____ Unit Assigned: _____