



HOUSING AUTHORITY GRANT COUNTY

1139 LARSON BOULEVARD | MOSES LAKE, WA 98837

PHONE: (509) 762-5541 FAX: (509) 762-2202 TOLL FREE: (800) 747-9202 TTY: (800) 833-6388

LARSON REGULAR RENTALS

The Larson Regular Rentals are located in North Moses Lake, otherwise referred to as the Larson Subdivision. The homes range from two, three, and four-bedroom single-family homes and duplexes.

The rent amount is based on bedroom size and type of unit. Unit amenities can include a garage, A/C, carpet, dishwasher, storage shed, and additional bathrooms. The lease term is for one year and the tenant is responsible for electricity. All Housing Authority rentals are smoke free.

SECURITY DEPOSIT AMOUNT

2 Bedroom Unit	\$1000
3 Bedroom Unit	\$1200
4 Bedroom Unit	\$1500

Pet deposit is \$500, with a non-refundable fee of \$250.

- No more than one pet is allowed in the unit.
- Before bringing a pet onto the premises, the deposit needs to be paid in full, a Pet Policy and Agreement to Comply must be signed, and the tenant must provide documentation for all the registration requirements.
- Pet rules will not be applied to animals that assist persons with disabilities (verification is needed).

A complete copy of the "Pet Policy and Agreement to Comply," which further explains the HAGC's policies on the keeping of pets and any criteria or standards pertaining to the policy, is available for your review in the Housing Authority's main office and website.

INSTRUCTIONS FOR APPLICATION

THIS APPLICATION WILL NOT BE ACCEPTED UNLESS FILLED OUT COMPLETELY & ACCURATELY

Please complete this entire application. Incomplete applications will result in the application being returned to you.

Along with a completed application, the applicant must provide the following:

- Copy of photo I.D and Social Security card
- Proof of adequate income - current & prior month (applicants need to be making at least double the rent amount)
- Application fee

*See Tenant Selection Policy (last page of application) for more detailed info on documents to provide.

Application fee is \$52 non-refundable and required for each adult applicant (18 years of age or older).

The fee is payable by Money Order only and made out to HAGC.

After your rental application has been accepted, the following will be reviewed: credit report, criminal records, civil court records, and past rental references.

The screening company used is: Orca Information, Inc. contact information is: www.orcainfo-com.com, orca@orcainfo-com.com, 800-341-0022, PO Box 277, Anacortes, WA 98221

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

The submission of this application does not guarantee that you will receive a housing unit. After your application is accepted, you will be placed on a waiting list. Length of time for the waiting list may vary because there are factors beyond our control, such as unit availability, unit turnover, and leasing schedule processes.

Should you have any questions or concerns about anything on this application, feel free to contact the Housing Authority office at the number listed above or come into the office and a HAGC staff member will assist you.



The Housing Authority of Grant County, Washington is an equal opportunity provider and employer and 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 accommodation upon request, so that they may fully access and utilize the housing programs and related services.

If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact the Housing Authority





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FOR OFFICE USE ONLY

DATE & TIME RECEIVED: _____ RECEIVED BY: _____ APPLICANT #: _____

LARSON REGULAR RENTAL – APPLICATION FOR FAMILY DWELLING

if more than two adults (persons over the age of 18) will be occupying the unit, please request an additional application.

Number of people in the household: _____

The unit bedroom size I am requesting is: ☐ 2 ☐ 3 ☐ 4

applicant information				co-applicant information			
name				name			
date of birth		ssn		date of birth		ssn	
driver's license / valid i.d. #		state issued		driver's license / valid i.d. #		state issued	
mailing address				mailing address			
city	state	zip code		city	state	zip code	
phone # (include area code)	message # (include area code)			phone # (include area code)	message # (include area code)		
list any other names (aka) applicant is known by				list any other names (aka) applicant is known by			

applicant employment information				co-applicant employment information			
are you currently employed? <input type="checkbox"/> YES <input type="checkbox"/> NO				are you currently employed? <input type="checkbox"/> YES <input type="checkbox"/> NO			
current or most recent employer				current or most recent employer			
employer address				employer address			
city	state	zip code		city	state	zip code	
immediate supervisor	phone # (include area code)			immediate supervisor	phone # (include area code)		
your position / title	length of employment (mo/yr) to			your position / title	length of employment (mo/yr) to		

applicant income information				co-applicant income information			
current source of income		monthly gross amount		current source of income		monthly gross amount	
		\$				\$	
additional source of income		monthly gross amount		additional source of income		monthly gross amount	
		\$				\$	
do you have a checking or savings account? <input type="checkbox"/> YES <input type="checkbox"/> NO				do you have a checking or savings account? <input type="checkbox"/> YES <input type="checkbox"/> NO			
if yes, list name of bank and acct. #				if yes, list name of bank and acct. #			



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If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact the Housing Authority



applicant optional contact information		co-applicant optional contact information	
name of nearest living relative		name of nearest living relative	
relationship to you	phone # (include area code)	relationship to you	phone # (include area code)

LIST ALL PERSONS TO LIVE IN THE HOME (use additional paper if necessary)					
full name (first, last, mi)	relation to you	social security number	age	date of birth	
1.	self				
2.					
3.					
4.					
5.					

VEHICLE INFORMATION	
1. auto / year / make / license #	2. auto / year / make / license #

CRIMINAL HISTORY – please answer the following questions (use additional paper if necessary)		
has applicant or co-applicant ever been convicted of any crime? <input type="checkbox"/> YES <input type="checkbox"/> NO		
who:	when:	if yes-complete the following: where:
what is/was the nature of the crime?		

RENTAL INFORMATION – please answer the following questions (use additional paper if necessary)		
has applicant or co-applicant ever rented from this agency? <input type="checkbox"/> YES <input type="checkbox"/> NO		
who:	address of dwelling (include city):	if yes-complete the following: approximate dates of occupancy (m/d/y): to
reason for moving out		
has applicant or co-applicant ever been evicted? <input type="checkbox"/> YES <input type="checkbox"/> NO		
who	if yes-complete the following: please explain	
has applicant or co-applicant ever refused to pay rent? <input type="checkbox"/> YES <input type="checkbox"/> NO		
who	if yes-complete the following: please explain	
does applicant or co-applicant own or plan to own a pet? <input type="checkbox"/> YES <input type="checkbox"/> NO		
how many?	type of pet(s)	if yes-complete the following: size of pet(s)
does applicant or co-applicant smoke? <input type="checkbox"/> YES <input type="checkbox"/> NO		

RENTAL HISTORY

LIST ALL THE ADDRESSES WHERE YOU HAVE LIVED DURING THE PAST 5 YEARS

include the name, address, and telephone number of the landlords and the approximate dates you rented from each landlord
(use additional paper if necessary)

applicant information				co-applicant information			
current physical address <input type="checkbox"/> rent <input type="checkbox"/> own <input type="checkbox"/> lease				current physical address <input type="checkbox"/> rent <input type="checkbox"/> own <input type="checkbox"/> lease			
city	state	zip code		city	state	zip code	
landlord name	phone # (include area code)			landlord name	phone # (include area code)		
dates of occupancy		monthly payment		dates of occupancy		monthly payment	
to				to			
former address <input type="checkbox"/> rent <input type="checkbox"/> own <input type="checkbox"/> lease				former address <input type="checkbox"/> rent <input type="checkbox"/> own <input type="checkbox"/> lease			
city	state	zip code		city	state	zip code	
landlord name	phone # (include area code)			landlord name	phone # (include area code)		
dates of occupancy		monthly payment		dates of occupancy		monthly payment	
to				to			
former address <input type="checkbox"/> rent <input type="checkbox"/> own <input type="checkbox"/> lease				former address <input type="checkbox"/> rent <input type="checkbox"/> own <input type="checkbox"/> lease			
city	state	zip code		city	state	zip code	
landlord name	phone # (include area code)			landlord name	phone # (include area code)		
dates of occupancy		monthly payment		dates of occupancy		monthly payment	
to				to			
former address <input type="checkbox"/> rent <input type="checkbox"/> own <input type="checkbox"/> lease				former address <input type="checkbox"/> rent <input type="checkbox"/> own <input type="checkbox"/> lease			
city	state	zip code		city	state	zip code	
landlord name	phone # (include area code)			landlord name	phone # (include area code)		
dates of occupancy		monthly payment		dates of occupancy		monthly payment	
to				to			

APPLICANT SIGNATURES

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	date	co-applicant signature	date



TENANT SELECTION POLICY

We do not accept Reusable/Portable Reports

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. Selection Policy applies to ALL HOUSEHOLD MEMBERS.

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...Determinations as to criminal screening will be made on a case by case basis and will be based on several factors and information.

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. 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 Consumer Rights Letter. This letter describes in detail how you may obtain 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. For a FREE copy log onto: www.annualcreditreport.com. Orca Information obtains 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 information put forth on your rental application.

APPLICANT SIGNATURES

applicant signature	date	co-applicant signature	date