



**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 MATTAWA - REGULAR RENTALS**

The Larson Mattawa Regular Rentals are comprised of 20 units. The homes range from one, two, three, and four-bedroom duplexes.

The rent amount is based on bedroom size and type. Unit amenities can include 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.

No types of pets (including visiting animals) are allowed.

SECURITY DEPOSIT AMOUNT	
1 BEDROOM UNIT	\$650
2 BEDROOM UNIT	\$750
3 BEDROOM UNIT	\$850
4 BEDROOM UNIT	\$950

MONTHLY RENT AMOUNT	
1 BEDROOM UNIT	\$825
2 BEDROOM UNIT	\$1000
3 BEDROOM UNIT	\$1200
4 BEDROOM UNIT	\$1350

TO APPLY FOR A MATTAWA –REGULAR RENTAL, AN ADULT HOUSEHOLD MEMBER MUST EARN A SUBSTANTIAL PORTION OF THEIR INCOME FROM WORK RELATED TO AGRICULTURE

**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)
- Proof of employment in work related to agriculture
- 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](http://www.orcainfo-com.com), [orca@orcainfo-com.com](mailto: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.



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**LARSON MATTAWA 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 TO LIVE IN THE HOUSEHOLD: \_\_\_\_\_ THE UNIT BEDROOM SIZE I AM REQUESTING IS:  1  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) CO-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):		YOUR POSITION / TITLE:		LENGTH OF EMPLOYMENT (MO/YR):	
		TO				TO	
APPLICANT OPTIONAL CONTACT INFORMATION				CO-APPLICANT OPTIONAL CONTACT INFORMATION			
NAME OF NEAREST LIVING RELATIVE #1:				NAME OF NEAREST LIVING RELATIVE #1:			
RELATIONSHIP TO YOU:		PHONE # (include area code):		RELATIONSHIP TO YOU:		PHONE # (include area code):	
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 (child support, TANF, interest, etc.):		MONTHLY GROSS AMOUNT:		ADDITIONAL SOURCE OF INCOME (child support, TANF, interest, etc.):		MONTHLY GROSS AMOUNT:	
		\$				\$	
DO YOU HAVE A SAVINGS OR CHECKING ACCT? <input type="checkbox"/> YES <input type="checkbox"/> NO				DO YOU HAVE A SAVINGS OR CHECKING ACCT? <input type="checkbox"/> YES <input type="checkbox"/> NO			
IF YES, LIST NAME OF BANK, & ACCT. #:				IF YES, LIST NAME OF BANK & ACCT. #:			
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 IF YES, STATE THE FOLLOWING:							
WHO?		WHEN?			WHERE?		
WHAT IS/WAS THE NATURE OF THE CRIME?							
VEHICLE INFORMATION							
1. AUTO/YEAR/MAKE/LICENSE #				2. AUTO/YEAR/MAKE/LICENSE #			

**FOR OFFICE USE ONLY**

Application Accepted: \_\_\_\_\_ / \_\_\_\_\_  
 DATE TIME

Received by: \_\_\_\_\_

LIST ALL PERSONS TO LIVE IN THE HOME (USE ADDITIONAL PAGES IF NECESSARY)				
FULL NAME (FIRST, LAST, MI)	RELATION TO YOU	SOCIAL SECURITY NUMBER	AGE	DATE OF BIRTH
	SELF			

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 IF YES, STATE THE FOLLOWING:		
WHEN?	ADDRESS OF DWELLING:	DATES OF OCCUPANCY (M/D/Y): TO
REASON FOR LEAVING:		
HAS APPLICANT OR CO-APPLICANT EVER BEEN EVICTED? <input type="checkbox"/> YES <input type="checkbox"/> NO		HAS APPLICANT OR CO-APPLICANT EVER REFUSED TO PAY RENT? <input type="checkbox"/> YES <input type="checkbox"/> NO
IF YES, PLEASE EXPLAIN:		IF YES, PLEASE EXPLAIN:
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 4 YEARS (USE ADDITIONAL PAPER IF NECESSARY)					
APPLICANT CURRENT ADDRESS			CO-APPLICANT CURRENT ADDRESS		
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 (M/D/Y): TO		MONTHLY PAYMENT:	DATES OF OCCUPANCY (M/D/Y): TO		MONTHLY PAYMENT:
APPLICANT PREVIOUS ADDRESS			CO-APPLICANT PREVIOUS ADDRESS		
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 (M/D/Y): TO		MONTHLY PAYMENT:	DATES OF OCCUPANCY (M/D/Y): TO		MONTHLY PAYMENT:
APPLICANT PREVIOUS ADDRESS			CO-APPLICANT PREVIOUS ADDRESS		
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 (M/D/Y): TO		MONTHLY PAYMENT:	DATES OF OCCUPANCY (M/D/Y): TO		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.**

Applicant signature (person over 18 years of age) \_\_\_\_\_ Date \_\_\_\_\_

Co-Applicant s signature (person over 18 years of age) \_\_\_\_\_ 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](http://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.