

SHARP PROPERTY MANAGEMENT, INC.
PO BOX 1814/970 14TH AVENUE
LONGVIEW, WA 98632
360-636-2323/Fax: 360-575-9740
www.sharppropertymanagement.net
Email: Apply@SharpPM.net



NOTICE TO PROSPECTIVE TENANTS

PLEASE READ PRIOR TO FILLING OUT APPLICATION TO RENT

A. OCCUPANCY POLICY

Sharp Property Management, Inc. bases occupancy limits on the number of bedrooms in a unit. A bedroom is defined as a room within the residence that is used primarily for sleeping, with a window, a closet space for clothing, and a smoke alarm located close by.

MAXIMUM ALLOWABLE OCCUPANTS

Studio	-----	2
1 Bedroom	-----	3 (2 Adult Maximum)
2 Bedroom	-----	4 (2 Adult Maximum)
3 Bedroom	-----	6 (3 Adult Maximum)
4 Bedroom or more	-----	8 (3 Adult Maximum)

B. HOW TO APPLY AND WHO MUST APPLY

1. **Choose a rental unit and VIEW it to be sure it is what you're looking for.**
2. **Fill out an application completely, (incomplete applications will not be processed.)**
3. Each legal entity must fill out an application, married couples fill out one. Children may be listed on parents' application. **If you are pregnant, this counts as one child.** List all people that will be living in the unit.
4. **THERE IS A \$20.00 FEE PER APPLICANT OVER 18 YEARS OF AGE**
5. **Provide picture I.D. and Social Security Card or proof of legal status for each applicant.**
6. If you are applying for a unit that allows animals, provide a recent picture of the animal.
7. Please provide proof of income. If you are receiving Housing Assistance, please bring in your calculation worksheet.

C. TENANT SCREENING AND SELECTION PROCESS.

1. Sharp Property Management, Inc. will process your application in a timely manner. We will verify income, check your criminal history, prior rental history, social media and obtain a credit report through Experian. **NOTE: ONLY complete applications will be processed.**
2. Applications will be processed in the order in which they are received.
3. Approved applicants will have 24 hours to place a holding deposit on the unit.

D. REJECTION POLICY

Sharp Property Management, Inc. reserves the right to reject any application for whatever reason it deems appropriate. If your application is rejected, you will not be advised of the specific reasons prompting such action. You have the right to dispute the accuracy of any information provided by the entities listed on your application. Most common reasons resulting for rejection are:

1. Incomplete application.
2. Poor credit history.
3. Poor reference from a prior landlord or a prior eviction.
4. Lack of income.
5. High debt to income ratio.
6. Information given on application does not match information on credit report.
7. Recent or violent criminal history or any sexual offenses.

HELPFUL HINTS

1. Fill out your application completely (**every blank**).
2. If you think you might be rejected based on the above guidelines, attach a separate sheet of paper to your application explaining your problem.

Office Use Only

APPLICATION TO RENT

SHARP PROPERTY MANAGEMENT, INC
P.O. Box 1814, 970 14th Avenue
Longview, WA 98632
360-636-2323/Fax (360) 575-9740
Email: Apply@SharpPM.net

Office Use only

Rent: _____
Deposit: _____
Pets: _____
Bedrooms: _____
Paid Fee: _____
Seen Unit: _____

Please Print

***(With the exception of related dependents and married couples,
ALL persons 18 or older planning to occupy this unit must fill out a separate Application to Rent.)***

Location of unit: _____ City: _____ Move-in date: _____

YOU

SPOUSE-if unmarried, please fill out separate application

Name First/Mi/Last _____ Marital Status _____	Name _____
Social Security # _____	Marital Status _____
Date of Birth / Age _____	Social Security # _____
Drivers Lic/ID # _____	Date of Birth / Age _____
	Drivers Lic/ID# _____

Source of Income (Last 2 years – CURRENT INCOME FIRST)

Source of Income (Last 2 years – CURRENT INCOME FIRST)

Name & Address	Phone	How Long	Monthly Income	Name & Address	Phone	How Long	Monthly Income

What days do you get paid? _____

Full names and ages of children living with you _____

Names and ages of any persons applying to live with you _____

Why are you moving? _____

Have you given notice to your present landlord? _____ When? _____ Move-out Date _____

Present Address
(include city and state)

Date move-in

Date move-out

Present Landlord

Landlords Phone #

Monthly Rent

Zip code:			Friend Family Landlord (circle one)		
-----------	--	--	-------------------------------------	--	--

Previous Address
(list at least 5 years)

Date move-in

Date move-out

Previous Landlord

Landlords Phone #

Monthly Rent

Zip code:			Friend Family Landlord (circle one)		
Zip code:			Friend Family Landlord (circle one)		
Zip code:			Friend Family Landlord (circle one)		

Do you have any pets? _____ If so, how many? _____ Breed(s)? _____ (pictures please)

Do you have any water beds? _____ If so, how many? _____ (Water bed insurance is required)

Do you have a vacuum cleaner? _____ Do you have a lawn mower? _____

List all vehicles to be kept at this address (cars, trucks, trailers, RV's, motorcycles, business, etc.)

Year	Make	Model	Color	License Number	State

Name of Bank _____ Type of Account: Checking Savings Loan

Personal References	Address	How Long Known	Occupation	Phone #

In case of emergency notify _____ Phone # _____

Have you ever had a credit problem (i.e., slow payment, repossession, wage earner plan, bankruptcy, etc.)? Yes No

If yes, please explain fully: _____

Have you ever been evicted from a residence? Yes No

If yes, please explain fully: _____

Have you, your spouse, or any person residing with you ever been convicted of a Felony? Yes No

If yes, please explain fully: _____

Have you ever been more than 5 days late on your rent? Yes No

Why: _____

Sharp Property Management will not discriminate against any person on the grounds of age, race, color, creed, religion, sex, handicap or national origin.

The foregoing information is true to the best of my knowledge. Applicant authorizes a credit, employment and criminal records check. It is understood that if this application is accepted, it shall become a part of the rental agreement.

Applicant Signature _____ Applicant Signature _____

Your phone number _____ Message phone number _____ Date _____

Applicants Email Address: _____



SHARP PROPERTY MANAGEMENT, INC
PO Box 1814/970 14th Avenue
Longview, WA 98632
(360) 636-2323 Fax (360) 575-9740
www.sharppropertymanagement.net
Apply@SharpPM.net

APPLICANT INFORMATION RELEASE FORM

I hereby authorize Sharp Property Management, Inc. to conduct a credit, employment and criminal records check. I authorize any person, business, or government agency contacted by Sharp Property Management, Inc. to disclose in good faith any information they may have regarding my qualifications as a tenant, employee, (including wage verification) or HUD client. I agree to hold any person releasing such information free from any liability for exchange of this information.

Applicant Signature: _____

Printed Name: _____

Applicant Signature: _____

Printed Name: _____

Date: _____

