



## Application and Consent Form - Tenant Screening

Please Print, Sign/Date and Return via [managers@bciprop.com](mailto:managers@bciprop.com) or Fax (253) 531-5358

I certify and declare under penalty of perjury under relevant state and federal law that the information contained in my leasing application is complete, true, and accurate. I acknowledge that falsification or omission of information may result in immediate dismissal or retraction of any offer of lease. Provide this fully filled out signed document with your Rental Application.

It is agreed by person signing below, that BCI PROPERTIES, LLC (herein referred to as **LANDLORD** or **BCI**) may review of my application for employment or leasing-rental check of applicants suitability for a Job or Rental. I hereby voluntarily consent to and authorize the **LANDLORD**, or its authorized agents bearing this release or copy thereof to whomever past employer, landlord or other person who may be of help to BCI, to obtain a consumer report for employment/leasing purposes. This is purchased by **LANDLORD** from a 3rd party Screening Agency and as such is Non-refundable. I agree that this consumer report may include any of the following:

- Employment Verification, Education Verification, Credentials Verification
- Personal Identity Verifications, Past Employment Verification, Reference Checks
- Criminal + Sex Offender Records, Civil Cases, Motor Vehicle Records, Credit Report etc
- **PROOF** of Income, three month's paycheck stub or Bank statement. Employers may be called to verify employment.

I authorize all persons and organizations that may have information relevant to this research to disclose such information to **LANDLORD** or its authorized agents. I hereby release **LANDLORD**, its authorized agents, and all persons and organizations providing information from all claims and liabilities of any nature in connection with this research. I hereby further authorize that a photocopy of this authorization may be considered as valid as the original.

I understand that I have specific prescribed rights as a consumer under the federal Fair Credit Reporting Act ('FCRA') and may have additional rights under relevant state law. I hereby certify that I have been presented with a summary of my rights as a consumer under the Fair Credit Reporting Act and Fair Housing Laws.

**NOTICE of MOVE-IN INSPECTION:** Applicants must do a Move-in Inspection with a check sheet provided by BCI before you sign any documents or pay any money for rent, deposit etc. BCI will do a scheduled inspection within 90 days to ensure all is good with your move in, plus every 180 days to inspect for issues that may need the attention of the owner.

**NOTICE of Estimated or Pro-Rated payments disbursal:** Applicant signature below signifies that it is understood and you agree that any estimated fees or charges such as for rent payment at the inception of a Lease, or deposit etc., may be re-calculated at a later time. This can cause a partial refund or added debit/charge to the applicant or tenant at a later date.

**PLEASE BRING IN THE FOLLOWING NEEDED ITEMS when you apply (required) ;**



# RENTAL APPLICATION

Complete a separate application if co-applicant. ANY person 18 years or older must fill out a full application and agree to a Screening Investigation to be considered for tenancy even if living with a parent. Screening fee is \$50/pp. Fill this out completely to avoid a delay in processing which could result in denial of tenancy.

### APPLICANT INFORMATION (One application per person)

Name: \_\_\_\_\_ (Full Legal) FIRST MIDDLE LAST

SS#: \_\_\_\_\_ (Required by RCW Law) Date of Birth: \_\_\_\_\_

Dr. Lic # & State: \_\_\_\_\_ Telephone: \_\_\_\_\_

Applicant email: \_\_\_\_\_ Co/applicant email: \_\_\_\_\_

**PROPERTY APPLYING FOR:** \_\_\_\_\_

**CURRENT ADDRESS:** \_\_\_\_\_ Street City State Zip How long?

Own: \_\_\_ Rent: \_\_\_ Landlord/Mgr. if rental: \_\_\_\_\_

Landlord Telephone: \_\_\_\_\_ Amount of rent paid per month: \$ \_\_\_\_\_

**PREVIOUS ADDRESS** \_\_\_\_\_ (if less than 5 years at present address)

Own \_\_\_ Rent \_\_\_ Landlord/Mgr. \_\_\_\_\_ Telephone \_\_\_\_\_ (if rental)

Payments paid to: \_\_\_\_\_ Amount per month \$ \_\_\_\_\_

**PRESENT EMPLOYER:** \_\_\_\_\_

Name Street City Zip --- Type of Business \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone \_\_\_\_\_

Hire Date: \_\_\_\_\_ Monthly Net Income: \$ \_\_\_\_\_ (include all)

**PREVIOUS EMPLOYER** \_\_\_\_\_ (if less than five years on job)

Name Street City Zip ---- Type of Business: \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_

**ADDITIONAL OCCUPANTS - Name - Date of Birth - Relationship**

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

**Additional Income:** (Interest, child support, etc) \$ \_\_\_\_\_

Bank \_\_\_\_\_ Branch \_\_\_\_\_ City, State \_\_\_\_\_

Checking Acct # \_\_\_\_\_ Savings Acct # \_\_\_\_\_

List installment payments made to mortgage, auto, other loans. Company Name City, State Acct No. Mo. Payment Loan Balance

Company Name	City, State	Acct No.	Mo. Payment	Loan Balance

Added comments use a 2<sup>nd</sup> page.

**REFERENCES – Name/Relationship**

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

**IMPORTANT DISCLOSURES:**

Have you or your co-applicant ever used any other name? Yes \_\_\_ No \_\_\_ If yes, what was your prior full name:

\_\_\_\_\_ Have you or any co-applicant: Been evicted?

Yes \_\_\_ No \_\_\_ Refused to pay rent? Yes \_\_\_ No \_\_\_ Filed Bankruptcy? Yes \_\_\_ No \_\_\_ Been convicted of a felony?

Yes \_\_\_ No \_\_\_ Have you or any other person named on this application ever been convicted for dealing, possessing or manufacturing illegal drugs? Yes \_\_\_ No \_\_\_

Do you have special needs?\* Yes \_\_\_ No \_\_\_

Do you have or plan to have an animal of any kind?\* Yes \_\_\_ No \_\_\_ Kind: \_\_\_\_\_

Do you have or plan to have a Service Animal of any kind?\* Yes \_\_\_ No \_\_\_ Kind: \_\_\_\_\_

**NOTICE-1: False statements are a crime and offenders will be aggressively prosecuted.** An outside agency will make an investigative report and present it to us for review. This report may include a criminal background search, a driving record check, employment history, social security number verification, and a credit inquiry. Other inquiries may include, but are not limited in, your character, general reputation, mode of living, phone call to current landlord and personal characteristics. By signing this document you are releasing any and all persons, companies, agencies, or others from liability resulting from your background investigation. You are entitled to receive a disclosure of information resulting from the investigation. We adhere to Fair Housing Laws as posted in our office. **THERE IS A \$50 SCREENING FEE REQUIRED per adult applicant**, to process this application, which we must pay \$17 to AppFolio and \$33 for internal processing such as paying our agents to call past landlords and employers to verify all data. **Please include \$50 per adult applicant with this application.** Please, also include or bring in a legal photo ID, Social Security Card or Birth Certificate, Proof of Income (pay check stub or Tax return).

**NOTICE-2:** Special needs tenants and Tenants who have Service Animals are a protected class by Law. Landlords may not ask why you have these needs nor any questions as to the conditions which require these, however Landlords may ask if you have such needs in order to supply any health or safety provisions as needed at the residence or for our records. Your application will never be turned down for any of these specific reasons. It is considered reasonable and fair for a Landlord to ask for a Doctor or Health Care Provider’s Letter to attest to such needs and how we can help. All applications are confidential and protected.

**NOTICE-3:** Tacoma City rentals only; The following is a set of guidelines to follow to be in compliance with TMC 1.95.030- Distributing information to tenants is required at three different phases in the rental process. Step 1: At the time of rental application, the landlord must provide the tenant with the following website along with written rental criteria. Tenants will be able to access information about code violations, findings on discrimination cases, and register to vote.

<https://www.cityoftacoma.org/cms/one.aspx?pageId=163295> When a rental agreement or lease is offered, the landlord must provide the tenant with a written copy of the summaries of rights and responsibilities prepared by the City. This information must also be provided to current tenants within thirty (30) days from date the code goes into effect. Step 3: If during tenancy, a landlord must serve a tenant with a notice under RCW 59.12.030 or TMC 1.95, the landlord is also required to serve the notice of resources prepared by the City. These notices are included in the Tenant Information Packet. However, you can also access them in the Landlord Resources section on the Rental Housing Code website. [www.bci-properties.com/info-city-tacoma-rental-housing-code](http://www.bci-properties.com/info-city-tacoma-rental-housing-code) - **Application Fee = \$50.**

**Signatures below attest to agreement with the above statements.** The facts set forth in this application are true and complete. I/We understand that if any information in this application is found to be false, that there will be a denial of my application and/or subsequent tenancy. There will be NO refund of application fees under any circumstances.

**\*If your application is not approved** for any reason, ask about our **“Risk Management Program”**.

Primary Applicant Signature: x \_\_\_\_\_ DATE \_\_\_\_\_

Co-Applicant Signature: x \_\_\_\_\_ DATE \_\_\_\_\_

BCI AGENT x \_\_\_\_\_ DATE \_\_\_\_\_

Return by Email/Fax to:  
**BCI PROPERTIES, LLC**  
9702 South Tacoma Way Suite 106, Lakewood WA 98499 or; **Regular Mail to:** P. O. BOX 44340, Tacoma 98448 or;  
Email to: [Managers@bciprop.com](mailto:Managers@bciprop.com) / Office phone: (253) 531-1010 | FAX (253) 531-5358

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1. Screening Fee, Cashier's Check or Money Order preferred: \$50
2. Photo ID: Such as a Driver's License, Military ID, Passport or Immigration cards)
3. Social Security Card or Birth Certificate.
4. Proof of Income, such as check stubs, bank statement or letter from Employer.

\_\_\_\_\_ Date of birth

\_\_\_\_\_ Social Security number

\_\_\_\_\_ Drivers license number # and State of issue

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

Signature of Applicant

Printed name of applicant: \_\_\_\_\_

**\*Staff Tracking -**

Staff person taking this app: \_\_\_\_\_ (printed name)

***Donald J. Leske Sr.***

President & Managing Broker

**BCI PROPERTIES, LLC**

9702 South Tacoma Way, Lakewood WA 98499

Office: [\(253\) 531-1010](tel:2535311010) | Fax: [\(253\) 531-5358](tel:2535315358) | Cell: [\(253\) 241-6695](tel:2532416695)

**[BCI-properties.com](http://BCI-properties.com) – Rentals, Sales & Property Management**

Email: [managers@bciprop.com](mailto:managers@bciprop.com)

Last updated: 1/23/2019



10909 Portland Ave. Suite L, Tacoma WA 98445 | Off/ph: 253.531.1010 | www.BCIrent.com

## REQUEST FOR RENTAL VERIFICATION or HISTORY INFO

### To whom it may concern:

\_\_\_\_\_ has applied for residency with **BCI Properties, LLC** for one of our rentals. As a part of our application process, it is necessary that we obtain verification of rental history. We are requesting your help with completion of this form and return of it within two business days and we will do the same for you when you need such information. ☺

Sincerely,

X \_\_\_\_\_ Date \_\_\_\_\_  
Managing Agent

### Authorization to release Tenant History Information, by Applicant/Tenant:

I hereby authorize \_\_\_\_\_, my past Landlord or Property Manager, to release information regarding my rental history.

**Applicant/Tenant Name:** \_\_\_\_\_  
\_\_\_\_\_

**Applicant Signature:** x \_\_\_\_\_ **Date:** \_\_\_\_\_

### Resident Address we are seeking information about:

Street: \_\_\_\_\_ Apt. \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

### To be completed by Landlord:

Move-In Date: \_\_\_\_\_ Move-out Date: \_\_\_\_\_

Rental Amount: \$ \_\_\_\_\_ Additional Monthly Charges:  YES  NO

If YES: Amount: \$ \_\_\_\_\_ Reason: \_\_\_\_\_

Is the account current?  YES  NO

Was sufficient notice given to move out?  YES  NO

Was the rental left clean?  YES  NO

**Does or did Resident Pay on Time?**  YES  NO

\*If NO, Please indicate number of late payments: \_\_\_\_\_

**Any NSF's?**  YES  NO Number of Returned Checks \_\_\_\_\_

Dispo's Filed?  YES  NO Number of Late Notices Filed \_\_\_\_\_

Pets?  YES  NO Number of Pets \_\_\_\_\_

Was deposit returned?  YES  NO If no, why: \_\_\_\_\_

Would you rent to this tenant again?  YES  NO

\*If no, why: \_\_\_\_\_

Were there any nuisance complaints?  YES  NO

Additional Comments:

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

Completed by: \_\_\_\_\_ Title: \_\_\_\_\_

Landlord or Agent Signature: x \_\_\_\_\_ Date: \_\_\_\_\_

**FAX: (253) 531-5358**  
or Email to: [Office@BCIrent.com](mailto:Office@BCIrent.com)



10909 Portland Ave. Suite L, Tacoma WA 98445 | Off/ph: 253.531.1010 | [www.BCIrent.com](http://www.BCIrent.com)  
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## Request for Employment Verification

To whom it may concern:

\_\_\_\_\_ has applied for residency with BCI Properties, LLC. As a part of our application process, it is necessary that we obtain verification of employment. We are requesting your help with completion of this form and return.

Sincerely,

X \_\_\_\_\_

Managing Agent

Date

Authorization to release employment information, by applicant/tenant:

I hereby authorize

\_\_\_\_\_ My current or past employer, to release information regarding my employment history.

**Applicant/Tenant**

Name: \_\_\_\_\_

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Hire Date \_\_\_\_\_

Termination Date \_\_\_\_\_

Rate of pay \_\_\_\_\_ HR/Salary

Rate of pay \_\_\_\_\_ OT or Bonuses

Longevity \_\_\_\_\_

Possibility of promotions Yes/No

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Completed by: \_\_\_\_\_ Title: \_\_\_\_\_

Fax: 253.531.5358

Or Email to: [Office@BCIrent.com](mailto:Office@BCIrent.com)