



# Residential Leasing Application

Thank you for your Interest. Please complete all requested Information on the front and back of this form for each person responsible.

2525 Blueberry Road, Ste. 105 Anchorage, AK 99503  
(907) 277-2484 Fax (907) 272-4821

**WBC is a Full Service Real Estate  
Leasing, Management, and Sales Brokerage**

Address of Unit Wanted: \_\_\_\_\_ Desired Date of Occupancy: \_\_\_\_\_

Application Fee: **\$30 per each adult applicant** Rental Rate: \_\_\_\_\_ Security Deposit: \_\_\_\_\_ Pet /Smoking Deposit: N/A

Owner paid util.: \_\_\_\_\_ Copy photo ID attached? \_\_\_\_\_

## PERSONAL INFORMATION

APPLICANT'S FULL NAME: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Applicant Cell Ph. #: \_\_\_\_\_ Hm Ph. #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

CO-APPLICANTS FULL NAME: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Co-Applicant Cell Ph. #: \_\_\_\_\_ Hm Ph. #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Other Residents	Relationship	Date of Birth

**CURRENTLY WE DO NOT ACCEPT PETS OR SMOKERS.**

## RESIDENT HISTORY

PRESENT ADDRESS: \_\_\_\_\_ ZIP Code \_\_\_\_\_

Present Telephone: \_\_\_\_\_ Cell Phone \_\_\_\_\_ Length of time at present address: \_\_\_\_\_

Present Landlord: \_\_\_\_\_ Phone #: \_\_\_\_\_

Amount of Rent: \$ \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

CO-RESIDENT'S CURRENT ADDRESS (if different from above): \_\_\_\_\_

PREVIOUS ADDRESS: \_\_\_\_\_ ZIP Code \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Phone #: \_\_\_\_\_ Length of time at previous address: \_\_\_\_\_

Amount of Rent: \$ \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

## EMPLOYMENT INFORMATION

EMPLOYED BY \_\_\_\_\_ How long? \_\_\_\_\_

Employer's Address \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Position Held \_\_\_\_\_

Monthly Salary \_\_\_\_\_ Supervisor \_\_\_\_\_

CO-RESIDENT'S OR PREVIOUS EMPLOYER \_\_\_\_\_ How long? \_\_\_\_\_

Employer's Address \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Position Held \_\_\_\_\_

Monthly Salary \_\_\_\_\_ Supervisor \_\_\_\_\_

## CREDIT REFERENCES

Bank: \_\_\_\_\_ 2<sup>nd</sup> Bank: \_\_\_\_\_  
 Checking Acct #: \_\_\_\_\_ Savings Account Number: \_\_\_\_\_ 2<sup>nd</sup> Acct # \_\_\_\_\_  
 Personal Reference (not related to applicant): \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Complete the following only for those accounts that do not appear on credit reports (e.g., private loans, Rent to Own or Rentronics):  
 Credit Reference: \_\_\_\_\_ Account Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Have you ever been convicted of a felony? \_\_\_\_\_ Date? \_\_\_\_\_  
 Explain circumstances \_\_\_\_\_

## OTHER INFORMATION

Number of Automobiles (Including Company Cars) \_\_\_\_\_ Driver's License No. \_\_\_\_\_  
 Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_ Color \_\_\_\_\_ Tag No. \_\_\_\_\_ State \_\_\_\_\_  
 Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_ Color \_\_\_\_\_ Tag No. \_\_\_\_\_ State \_\_\_\_\_  
 Household Income \$ \_\_\_\_\_ Per \_\_\_\_\_  
 Other Remarks \_\_\_\_\_  
 In Case of Personal Emergency, Notify (Next of Kin): \_\_\_\_\_ Relationship \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Co-Resident's next of Kin: \_\_\_\_\_ Relationship \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**HAVE YOU OR CO-APPLICANT EVER: Been sued for non payment of rent? YES \_\_\_ NO \_\_\_**  
**BEEN EVICTED OR ASKED TO MOVE OUT? YES \_\_\_ NO \_\_\_ BROKEN A RENTAL AGREEMENT OR LEASE? YES \_\_\_ NO \_\_\_**  
**BEEN SUED FOR DAMAGE TO RENTAL PROPERTY? YES \_\_\_ NO \_\_\_**

I hereby make application for a unit and certify that this information is correct. I authorize you to contact any reference that I have listed and authorize those references listed to release information to Wiley Brooks Co., Inc.

**Signature authorizes Wiley Brooks Co., Inc. to complete a full credit check of their own on the applicant(s).**

\_\_\_\_\_  
 Applicant's Signature Date  
 \_\_\_\_\_  
 Co-Applicant's Signature Date

### FOR OFFICE USE ONLY -- DO NOT WRITE BELOW

Date Application Received \_\_\_\_\_ Received by \_\_\_\_\_

REFERENCE VERIFICATION		REMARKS	RECORD OF ADVANCE DEPOSITS RECEIVED			
			Date	Description	Amount	How pd.
	Present Landlord					
	Previous Landlord					
	Employment					
	Co-Res Employment		This application: Approved Not Approved			
	Bank Reference		By:			
	Credit Reference		Assigned unit no.:			
	Personal Reference					
	Credit Report		Move-In Date			
	Co-Res Cred Report					



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[www.wbcak.com](http://www.wbcak.com)

## LANDLORD REFERENCE FORM

**Applicant: Please only sign the bottom.**

DATE: TO: Please fill in the following regarding tenant:

Tenant rented: From \_\_\_\_\_ to \_\_\_\_\_

Amount of monthly rental payment \$ \_\_\_\_\_ Does applicant pay as agreed? Yes / No

Has applicant ever had late payments? Yes / No Number of times? \_\_\_\_\_

Have you ever begun eviction proceedings for non-payment of rent? Yes / No

How many tenants shared the apartment with the applicant? \_\_\_\_\_

Did the applicant interfere with the rights of peaceful enjoyment of others? Yes / No

\_\_\_\_\_  
Signature Title Date

Please fax back this completed reference form to (907) 272-4821 or email it to [assist@wbcak.com](mailto:assist@wbcak.com)

Thank you for your help.

I/We hereby authorize any person or company to supply you with any information requested concerning me/us.

I/We understand that misrepresentation or concealment relative to any of the above facts will at Lessor's option, void my/our rights under any agreements entered into for the rental of the premises first written above. I certify that the above facts are accurate and correct to the best of my knowledge.

Date: \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_\_\_ Signature \_\_\_\_\_



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### EMPLOYMENT VERIFICATION RELEASE FORM

**PRINT CLEARLY** - All fields are **REQUIRED**

Applicant Name: \_\_\_\_\_ SSN#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ APT # \_\_\_\_\_ City: \_\_\_\_\_  
\_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Employer Information

Company/Organization Name: \_\_\_\_\_ Dates of  
Employment: \_\_\_\_\_ Annual Salary: \_\_\_\_\_

Supervisor Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I authorize Wiley Brooks Company, Inc. to verify my employment and compensation for tenant screening purposes.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

**Please verify the above information and sign below. Thank you.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



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## RENTAL SCREENING CRITERIA

Thank you for your interest in leasing from Wiley Brooks Company. This document outlines our application process as well as the requirements and criteria that we'll use during that process.

### APPLICATION PROCESS

1. Complete the rental application and submit it to our office along with a non-refundable credit/screening fee of \$30 per adult applicant.
2. Be prepared to wait three to five business days for the information on your application to be verified and for us to make a decision on your application. Applications will be processed on a first-come, first-serve basis.
3. Upon approval, we will schedule an appointment for a lease-signing. Bring two separate checks to lease-signing: one for your security deposit, and another for one full months' rent. Documents will be explained and signed. You'll receive a copy for your records. The property manager will schedule a move-in walkthrough with you.
4. If you have agreed to pay utilities, you must contact the utility companies and transfer service into your name before receiving keys to your unit.
5. The property manager will meet you at the previously scheduled time and conduct a walkthrough of the unit, noting any preexisting damages and maintenance concerns, if any.

### GENERAL REQUIREMENTS

1. A valid government-issued picture ID will be required.
2. Each applicant will be required to qualify individually.
3. Occupancy limitations are 2 occupants per bedroom.
4. Incomplete applications will be returned.
5. Applicants must be over age 18 and be able to enter a legal and binding contract.
6. Any individual who may constitute a direct threat to the health and safety of an individual, the complex, or the property of others, will be denied.
7. Incomplete, inaccurate, or falsified information will be grounds for denial.
8. Applications that far exceed minimum standards in individual areas, but fail to meet standards in another area can be reviewed and reconsidered under extenuating circumstances.

In addition, the entire application will be denied if:

- A. Incomplete, inaccurate, or falsified information is given on the application.
- B. Any one of the applicants on an application is denied.
- C. Any applicant who is currently using a controlled substance or reporting a conviction for the illegal manufacture or distribution of such will be denied. The term "controlled substance" shall have the same definition as provided in section 102 of the federal Controlled Substances Act and includes marijuana.

## **INCOME REQUIREMENTS**

1. Gross monthly household income must be at least 2.8 times the stated monthly rent.
2. If an applicant is employed, three of the applicant's most recent paystubs will be required as part of the income-verification process. Self-employed applicants will be asked to provide bank statements and 2 years of income tax returns. A recorded business name or corporate filing may be sufficient to meet verification of employment.
3. Application will be denied if the legal source of income cannot be verified.

## **RENTAL REQUIREMENTS**

1. At least 1 year of verifiable rental history or mortgage history from a current third party landlord is required.
2. Home ownership will be verified through public records and mortgage statements. Payments must be current.
3. An eviction free rental history for a period of five (5) years as of the date of the application will be required.
4. Rental history reflecting past due rent or an outstanding balance will be denied.
5. If a landlord gives a negative reference or refuses to give a reference, the application will be denied.
6. Three (3) or more 72-hour notices within a period of one year will result in denial.
7. Three (3) or more NSF checks within a period of one year will result in denial.
8. Rental history demonstrating noise or other documented complaints will result in a denial when the landlord would not re-rent to applicant.

## **CREDIT REQUIREMENTS**

1. A credit history showing no negative reports is required. A negative report is considered any non-medical items 60 days past due or greater, collections, repossessions, liens, judgments or garnishments. Negative credit will be grounds for denial.
2. Credit score must be at least 680. If an applicant's credit score is lower than 680 and their credit report shows no negative credit history within the past 5 years, credit score requirements may be waived if minimum standards in other areas of the application are far exceeded.

## **CRIMINAL CONVICTION CRITERIA**

1. Upon receipt of the rental applications and screening fee, landlord will conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of, or pled guilty to or no-contest to, any crime. An application will be denied for the following:
2. A conviction, guilty plea or no-contest plea, ever for: any felony involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child sex crimes, extensive property damage or drug-related offenses (sale, manufacture, delivery or possession with intent to sell) class A/Felony burglary or class A/Felony robbery,
3. A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole have occurred within the last seven years,
4. A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole have occurred within the last seven years for: any misdemeanor or gross misdemeanor involving assault, intimidation, sex related, drug related (sale, manufacture, delivery or possession) property damage or weapons charges.
5. A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole have occurred within the last three years for: any class B or C misdemeanor in the above categories or any misdemeanors involving criminal trespass I, theft, dishonesty, and prostitution. Pending charges or outstanding warrants for any of the above will result in a suspension of the application process until the charges are resolved. Upon resolution, if an appropriate unit is still available, the processing of the application will be completed. No unit will be held waiting resolution of pending charges.