

# Evergreen Real Estate & Property Management

755 Winslow Way East, Suite 201, Bainbridge Island, WA 98110  
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## APPLICATION PROCESSING INSTRUCTIONS

1. All applicants over the age of 18 must complete a separate application. A non-refundable fee of \$44.00 will be charged for each application. Visa, MasterCard, and American Express cards will be accepted for payment. No personal checks.
2. Please answer all questions accurately. Not answering or inaccurately answering questions will delay or stop the processing of your application.
3. Please sign the application at the bottom of the page. Applications that are not signed cannot be processed.
4. Copies of your most recent pay stub or LES (Leave and Earnings Statement) and a Driver's License, Military ID, or other form of acceptable photo ID must accompany each application.
5. Please return, mail, or email complete applications to our office, and allow no less than two days for the processing of your application.

Applications are processed in the order in which they are received. Properties are not rented on a first come first served basis. All applicants are evaluated for:

- Previous rental or property ownership history
- Employment and income verification
- Current and past credit history
- Criminal background

If your application is accepted, we will contact you, ask you to provide a holding deposit, schedule an appointment with you to sign the Lease Agreement, tell you the amount of funds that will be required to cover your move-in rent and security deposit, and if additional documentation or forms will be required.

Personal checks to cover move-in costs MUST be paid to us at least 10 days prior to the date of move-in. NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED ON THE DATE OF MOVE-IN. Personal checks will be accepted thereafter for rent.

*Evergreen Property Management does business in accordance with Fair Housing Amendments Act of 1988.*