

Shire Properties, LLC

6359 Illahee Road, Bremerton, WA. 98311 - 360.979.8007

Town Homes * Single Family Home * Duplexes

SUBMIT WITH APPLICATION

1. Application packet submitted **MUST** be complete and signed
2. Copies of four (4) current months of LES or pay stubs
3. A copy of a valid Pictured State Driver License, State Photo ID or a Government Pictured Issued I.D. (**MUST BE IN COLOR**)
4. Application fees must be paid at time of submitting rental application (Non Refundable)
5. If self employed submit the following;
 - a. Must be in business of not less than forty eight (48) months.
 - b. If within three months of business license renewal, business license must be renewed before submitting application.
 - c. Copy of your two most recent years of Federal Tax Return.
 - d. Submit previous year and current year up to date profit and loss statements.
 - e. Twelve (12) most recent months of Business Bank Statements. Include all pages in each monthly Bank Statement.
 - f. Copy of an active state business license.
 - g. Additional documents may be required
6. DO NOT SUBMIT YOUR FEDERAL (MILITARY) ISSUED ID

APPLICATION REQUIREMENTS

1. All individuals of age eighteen (18) years or greater must complete and submit a complete rental application packet.
2. All income listed on the application must be verifiable.
3. Each applicant's income **MUST** support all personal monthly expenses.
4. Unless on Government Assistance, Retirement, Regular Monthly Investments Income etc., each applicant must be employed at a minimum of 12 months with no breaks in employment or income.
5. Legally married individuals may combine their income in the event one is not employed.
6. Applications submitted may be denied when new employment is less than six (6) months.
7. Each applicant must have worked in Kitsap County or surrounding area with same employer for a minimum of Eight (8) months when employment allows to work from home for an application to be approved.
8. Each applicant must have positive verifiable rental history from a third party landlord (Not by a Friend, Relative or Barracks).
9. Each applicant must have an active checking account in their name for a minimum of 24 most recent months.
10. **All documents and Pictures emailed MUST be scanned into a PDF file format.** Any other file format or not similar carbon copy like in original document size and shape will **AUTOMATICLY** place the application in denied status. All documents and pictures **MUST** be in color, clear, easy to read.
 1. The scans **MUST** be a similar carbon copy of the original.
 2. To test, place the scanned copy over the original and all the letters and sentences will line up over each other.
11. Each applicant's must have a minimum of a 620 credit score TransUnion Vantage Score

ESTABLISHED POSITIVE CREDIT HISTORY

A positive credit history consists of;

An **active major credit card** of not less than 24 Months. (Visa, Master Card, American Express, Discover Card) **or** any combination of two **active minor credit cards** i.e. department shops, gas or any other held of not less than 24 Months.

and

Management reserves the right to modify or change any term, rent rate or refundable deposit without notice.

We are sorry. We do not accept "Reusable Credit or Criminal" screening reports.

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1. Any personal bank loans of not less than **24 months**. Loans maybe in current monthly payments status or paid within previous seven years.
2. (**No Late Payments or Collection Accounts**)

OR

3. Credit scores that are 700 and above of not less than **12 months**, and have one of the following **one active major credit card**, or **two active minor credit cards** or **Any personal bank loans**.

OR

4. Credit scores that are 750 and above of not less than **12 months**, and have one of the following **one active credit card**, or **Any personal bank loans**.
5. Shows a positive rental history of not less than **12 months**.

LESS ESTABLISHED POSITIVE CREDIT HISTORY

1. If any application submitted shows a less than positive credit history, the application may be approved with conditions.

ESTABLISHED POSITIVE RENTAL HISTORY

Each applicant must have a positive rental history of not less than 24 Months, unless otherwise agreed as stated above.

1. If any application submitted shows a positive rental history within **12 to 23 months**, the application may be approved with conditions.

COLLECTION ACCOUNTS

Any application submitted that show unpaid collection accounts:

1. Any application submitted that shows four or more unpaid collection accounts shall be denied.
2. Any application submitted that show collection balances of seven hundred and fifty dollars 00/100 (\$750.00) or less maybe approved with conditions.
3. Any application submitted that show collection balances greater than seven hundred and fifty dollars 00/100 (\$750.00) shall be denied, unless otherwise agreed with conditions.
4. Any application submitted that show collection balances greater than Two thousand dollars 00/100 (\$2000.00) shall be denied.

HOUSEMATES APPLICATIONS

1. Its each applicant's responsibility to pre screens every other housemate before submitting any applications. All applications submitted for a particular property are all processed as a whole. Say, if one of four applications submitted were to be denied, all four applications would be denied.
2. Shire Properties, LLC **cannot** disclose any information relating to any application submitted that were denied or required any rent / refundable deposit increases.

AUTOMATIC APPLICATION DENIAL

1. Any military dishonorable discharge shall be denied.
2. False or misleading information provided on the Rental Application shall be denied.
3. Any application submitted that shows any delinquent / unpaid child support payments shall be denied.
4. Any eviction or Unlawful Detainer action shall be denied.
5. Any history at which confirms any unpaid balance due to a Property Management or Landlord shall be denied.
6. Any application submitted that shows any unpaid judgments shall be denied.

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7. Any application submitted that shows **greater than two** unpaid charge off as bad debt shall be denied.
 1. Unpaid combined **Charge off as bad debt** can not be greater than \$1000.00
8. Any open bankruptcy or any closed bankruptcy within four years from submitted application date shall be denied.
9. Any application submitted that shows any nuisance or disturbance notices shall be denied.
10. Any application submitted that shows any unauthorized pets or occupants shall be denied.
11. Any criminal convictions offense that took place within four (4) years of application date shall be denied.
(minor traffic violations not included)
12. Any criminal offense of a physical or violent nature against another person or property shall be denied.
13. Any criminal offence involving any kind of weapon against another person shall be denied.
14. Any individual that is currently on probation or recently release from incarceration shall be denied.
15. Any sexual offenders registered or unregistered shall be denied.
16. Landlord will review criminal records on a case-by-case basis considering the nature, severity, circumstances of the criminal conviction and the amount of time that has passed since the criminal activity.

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