



INCOME LIMITED HOMES

If you've clicked on this link, it means you're ready to take the next exciting step toward applying for your new home and we couldn't be more thrilled to begin this journey with you! Below you'll find a step-by-step guide outlining everything you need to do next. If you haven't already, feel free to reach out to the office with any questions. We're always happy to help and want to make this process as smooth as possible for you. You are welcome to come to the leasing office to complete these next steps.

Please remember: Every person 18 years or older who will be living in the home must complete all of the steps below.

1. Review and sign the "Rental Application Criteria"
2. Complete the "Rental Application" in full
 - If a section doesn't apply to you, simply write "N/A"
3. Complete the "MFTE Annual Report Tenant Income Verification" in full
4. Once all three forms are completed, please email them to nimbus@cep-res.com, along with:
 - A photo of your ID
 - Proof of all income sources. Acceptable proof is bank statements or paystubs. Please do not send screenshots.
5. Submit the \$345 payment to the leasing office.
 - This includes a \$45 application fee and a \$300 administrative fee.
 - Payment must be received before your application can be submitted for processing.
6. After everything is received, the leasing office will contact you with your application results and the next steps!

We're genuinely excited to work with you as you move toward making this home your own. If you need anything—big or small—please don't hesitate to reach out by phone or email. We're here to support you every step of the way!

RENTAL APPLICATION CRITERIA

NON-DISCRIMINATION:

CEP Residential operates in accordance with the Federal Fair Housing Act, as well as all state and local fair housing and civil rights laws. We do not discriminate against any person based on race, color, religion, gender, national origin, age, sex, familial status, handicap, disability, veteran status, or any other basis protected by applicable state or local laws. The Rental Criteria below outlines some of the policies for this community with regard to standards that may be required by each applicant in order to be approved for residency.

APPLICATIONS:

All applicants must be of legal age. All parties 18 years of age or older are required to complete an application and pay any and all applicable fees. **Applications are to be completed in full; applications containing untrue, incorrect, or misleading information will be denied.** The application fee is non-refundable unless otherwise provided by state or local law.

IDENTITY VERIFICATION:

ALL applicants are REQUIRED to show at least one of any of the following forms of identification:

- Government issued identification such as military identification, driver's license or passport
- Age of majority card
- Birth certificate
- Social security card

RENTAL SCORE:

All applications are submitted to On-Site.com, a third-party rental applicant screening company. **All applications are evaluated based on a rental scoring system.** Rental scoring is based on real data and statistical data such as payment history, quantity and type of accounts, outstanding debt, and age of accounts. Every applicant is treated objectively because each application is scored statistically in exactly the same manner.

The rental scoring system will compare your application to Leasing Desk Screening's database, and by evaluating those statistics and real data in accordance with pre-established criteria set by Management, Leasing Desk Screening will recommend one of the following:

- **Accepted.** The applicant will be accepted with the standard deposits and fees.
- **Accepted with Conditions.** Depending on the community's policy, the applicant may be given the option to pay an additional security deposit,
- **Denied.** The application will not be accepted. The applicant will be provided with contact information for the consumer reporting agencies that provided the consumer information.

GUARANTORS/CO-SIGNERS:

If Leasing Desk Screening recommends "Accepted with Conditions" or "Denial," a guarantor or co-signer may be considered. In this instance, the original applicant's application will be re-submitted along with the guarantor or co-signer's application. Applications for guarantors and co-signers processed through Leasing Desk Screening are also scored, but are typically held to a more stringent, pre-established screening standard because guarantors and co-signers are technically responsible for the payments for this residence, as well as their own place of residence.

INCOME VERIFICATION:

Written verification of income in an amount equal to **3** times the monthly rent per household will be required, along with any necessary supporting documents

RESIDENCE VERIFICATION:

Management reserves the right to verify the applicant's residence history.

CRIMINAL CHARGES/CONVICTIONS:

Applicants charged convicted for certain felony and misdemeanor offenses may not be approved for residency, depending upon the pre-established criteria set by Management.

EVICTIONS:

Applicants who have been a party to an eviction proceeding may not be approved for residency, depending upon the pre-established criteria set by Management.

DENIAL POLICY:

If your application is denied due to unfavorable information received on your screening report you may:

- Contact Leasing Desk Screening to discuss your application and identify any unfavorable information.
- Supply Leasing Desk Screening with proof of any incorrect or incomplete information.
- Request that Leasing Desk Screening re-evaluate and re-report your screening information and rental score to Management

HOW YOU CAN IMPROVE YOUR RENTAL SCORE:

Your rental score results from information found in your credit report, criminal history, references, and application data. Such information may include your history of paying bills and rent, the accounts you have, collections and delinquencies, income and debt.

Your rental score may change if the underlying information it is based upon changes. To improve your score, concentrate on paying your bills on time, paying down outstanding balances, and removing incorrect information. Your chances of approval may also improve if you apply for an apartment with lower monthly rent or use a guarantor or co-signer if permitted by Management.

HOW YOU CAN REMOVE INCORRECT INFORMATION:

Leasing Desk Screening is committed to accuracy and will investigate any information you dispute. Contact our Consumer Relations team at (866) 934-1124. If you provide proof of your claim, we will promptly make appropriate adjustments. Download the form on our site for details.

Signature	
Name	
Date	

RENTAL APPLICATION FOR
RESIDENTS AND OCCUPANTS
(Each co-applicant and each occupant 18 years old
and over must submit a separate application.)
(NOT FOR USE IN SEATTLE, WA)



Date when filled out: _____

APPLICANT INFORMATION

Full Name (Exactly as it appears on Driver's License or Govt. ID card)

Former Name (if applicable)

Gender (Optional)

Birthdate

Social Security #

Driver's License #

State

Government Photo ID card #

Type

Home Phone Number

Cell Phone Number

Work Phone Number

Email Address

Marital Status: ☐ single ☐ married ☐ widowed ☐ separated

Do you or any occupant smoke? ☐ yes ☐ no

I am applying for the apartment located at:

Is there another co-applicant? ☐ yes ☐ no

Co-applicant Name

Email

Co-applicant Name

Email

Co-applicant Name

Email

Co-applicant Name

Email

Co-applicant Name

Email

Co-applicant Name

Email

OTHER OCCUPANTS

Full Name

Date of Birth

Government Photo ID card #

Relationship

Driver's License #

Type

Full Name

Date of Birth

Government Photo ID card #

Relationship

Driver's License #

Type

Full Name

Date of Birth

Government Photo ID card #

Relationship

Driver's License #

Type

Full Name

Date of Birth

Government Photo ID card #

Relationship

Driver's License #

Type

Full Name

Date of Birth

Government Photo ID card #

Relationship

Driver's License #

Type

Full Name

Date of Birth

Government Photo ID card #

Relationship

Driver's License #

Type

RESIDENCY INFORMATION

Current Home Address (where you live now)

City

State

Zip Code

Do you ☐ rent or ☐ own?

Dates:

From

To

\$

Monthly Payment

Apartment Name

Landlord/Lender Name

Phone

Reason for Leaving

(The following is only applicable if at current address for less than 6 months.)

Previous Home Address

City

State

Zip Code

Do you ☐ rent or ☐ own?

Dates:

From

To

\$

Monthly Payment

Apartment Name

Landlord/Lender Name

Phone

Reason for Leaving

EMPLOYMENT INFORMATION

Present Employer

Address

City

State

Zip Code

Work Phone

Dates:

From

To

\$

Gross Monthly Income

Position

Supervisor Name

Phone

(The following is only applicable if at current employer for less than 6 months.)

Previous Employer

Address

City

State

Zip Code

Work Phone

Dates:

From

To

\$

Gross Monthly Income

Position

Supervisor Name

Phone

ADDITIONAL INCOME

(Income must be verified to be considered)

Type

Source

\$

Gross Monthly Amount

Type

Source

\$

Gross Monthly Amount

CREDIT HISTORY (if applicable)

If applicable, please explain any past credit problem:

RENTAL HISTORY/CRIMINAL HISTORY

(You represent the answer is "no" to any item that is not checked.)

Have you or any occupant listed in this Application ever:

☐ been evicted or asked to move out?

☐ moved out of a dwelling before the end of the lease term without the owner's consent?

☐ declared bankruptcy?

☐ been sued for rent?

☐ been sued for property damage?

☐ been convicted (or received an alternative form of adjudication equivalent to conviction) of a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime?

Please indicate the year, location and type of each felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision. *You represent the answer is "no" to any item not checked above for purposes of screening and/or eviction.*

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Page 2 of 5

REFERRAL INFORMATION

How did you find us?

☐ Online search. Website address:

☐ Referral from a person. Name:

☐ Social Media. Which one?

☐ Other

EMERGENCY CONTACT

Emergency contact person over 18, who will not be living with you:

Name

Relationship

Address

City

State

Zip Code

Home Phone #

Cell Phone #

Work Phone #

Email Address

VEHICLE INFORMATION (if applicable)

List all vehicles owned or operated by you or any occupants (including cars, trucks, motorcycles, trailers, etc.).

Make

Model

Color

Year

License Plate #

State

Make

Model

Color

Year

License Plate #

State

Make

Model

Color

Year

License Plate #

State

Make

Model

Color

Year

License Plate #

State

PET INFORMATION (if applicable)

You may not have any animal in your unit without management’s prior authorization in writing. If we allow your requested animal, you must sign a separate animal addendum, which may require additional deposits, rents, fees or other charges.

Name

Type

Breed

Gender

Weight

Color

Age

Assistance Animal Status: ☐ yes ☐ no

Name

Type

Breed

Gender

Weight

Color

Age

Assistance Animal Status: ☐ yes ☐ no

APPLICATION AGREEMENT

The following Application Agreement will be signed by you and all co-applicants prior to signing a Lease Contract. While some of the information below may not yet apply to your situation, there are some provisions that may become applicable prior to signing a Lease Contract. In order to continue with this application, you’ll need to review the Application Agreement carefully and acknowledge that you accept its terms.

1. Lease Contract Information.

The Lease Contract contemplated by the parties will be the current Lease Contract. Special information and conditions must be explicitly noted on the Lease Contract.

2. Approval When Lease Contract Is Signed in Advance.

If you and all co-applicants have already signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease Contract, and then credit the application deposit of all applicants toward the required security deposit or first month’s rent when the Lease Contract has been signed.

3. Approval When Lease Contract Isn’t Yet Signed.

If you and all co-applicants have not signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease Contract when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit or first month’s rent when the Lease Contract has been signed.

4. If you Fail to Sign Lease Contract After Approval.

Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within 3 days after we give you our approval with or without conditions such as additional security deposit, or guarantor, in person or by telephone or within 5 days after we mail you our approval. If you or any co-applicant fails to sign as required, we may keep the application deposit as liquidated damages, and terminate all further obligations under this Agreement.

5. If You Withdraw Before Approval.

If you or any co-applicant withdraws an Application or notifies us that you’ve changed your mind about renting the dwelling unit, we’ll be entitled to retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other.

6. Approval/Non-Approval.

We will notify you whether you’ve been approved within 10 days after the date we receive a completed Application. Your Application will be considered “disapproved” if we fail to notify you of your approval within 10 days after we have received a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 10-day time period may be changed only by separate written agreement.

7. Refund after Non-Approval.

If you or any co-applicant is disapproved or deemed disapproved under Paragraph 6, we’ll refund all application deposits within 30 days of such disapproval or as required by law. Refund checks may be made payable to all co-applicants and mailed to one applicant.

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Page 3 of 5

APPLICATION AGREEMENT (CONTINUED)

8. Extension of Deadlines.

If the deadline for signing, approving, or refunding under paragraphs 4, 6, or 7 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next business day.

9. Keys or Access Devices.

We'll furnish keys and/or access devices only after: (1) all parties have signed the Lease Contract and other rental documents; and (2) all applicable rents and security deposits have been paid in full.

10. Application Submission.

Submission of a rental application does not guarantee approval or acceptance. It does not bind us to accept the applicant or to sign a Lease Contract.

DISCLOSURES

1. Application Fee (Non-Refundable).

You agree to pay to our representative the non-refundable application fee in the amount indicated in paragraph 3. This fee represents our actual costs incurred in using a resident screening service or, if we conduct our own screening of residents, our actual costs of doing so. If we do not engage in resident screening, no application fee will be charged. Your completed application shall serve as the receipt for payment of the application fee and Application/Holding Deposit.

2. Application Deposit (may or may not be refundable).

In addition to any application fee(s), you agree to pay to our representative an application deposit in the amount indicated in paragraph 3. *The application deposit is not a security deposit.* The application deposit will be credited toward the required security deposit or first month's rent when the Lease Contract has been signed; OR, it will be refunded under paragraph 7 of the Application Agreement if your application is not approved; OR, it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraphs 4 or 5 of the Application Agreement.

3. Fees Due.

Your copy of this Application shall be your receipt for application/screening fees and holding fees paid. Your Rental Application will not be processed until we receive your completed Rental Application (and the completed Rental Application of all co-applicants, if applicable) and the following fees:

1. Application fee (non-refundable): \$45.00

2. Application/Holding deposit (may or may not be refundable): \$300.00

4. Completed Application.

Your Rental Application for Residents and Occupants will not be considered "completed" and will not be processed until we receive the following documentation and fees:

1. Your completed Rental Application;

2. Completed Rental Applications for each co-applicant (if applicable);

3. Application fees for all applicants;

4. Application deposit for the Unit.

5. Notice to or from Co-Applicants.

Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.

CITY OF AUBURN DISCLOSURE:

At the time of rental application, we will provide you with the website [auburnwa.gov/renting](#) along with our written rental criteria. You will be able to access information about code violations, Auburn's rental housing code, and how to register to vote. For more information regarding landlord-tenant laws in City of Auburn, please visit [www.auburnwa.gov](#).

CITY OF BURIEN DISCLOSURE:

At the time of rental application, we will provide you with the website https://www.burienwa.gov/city_hall/laws_regulations/renting_in_burien/information_for_renters along with our written rental criteria. You will be able to access information about code enforcement, Burien's rental housing code, and how to register to vote. For more information regarding landlord-tenant laws in City of Burien, please visit https://www.burienwa.gov/city_hall/laws_regulations/renting_in_burien/information_for_renters

43SPECIAL PROVISIONS

43AUTHORIZATION AND ACKNOWLEDGMENT (CONTINUED)

AUTHORIZATION

I authorize CEP III Nimbus 25 LLC

(name of owner/agent) to obtain reports from any consumer or criminal record reporting agencies before, during, and after tenancy on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this application, including criminal background information, income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Rental Application. Authority to obtain work history information expires 365 days from the date of this Application.

Payment Authorization

I authorize CEP III Nimbus 25 LLC

(name of owner/agent) to collect payment of the application fee and application deposit in the amounts specified under paragraph 3 of the Disclosures.

Non-Sufficient Funds and Dishonored Payments.

If a check from an applicant is returned to us by a bank or other entity for any reason, if any credit card or debit card payment from applicant to us is rejected, or if we are unable, through no fault of our own or our bank, to successfully process any ACH debit, credit card, or debit card transaction, then:

(i) Applicant shall pay to us the NSF Charge; and

(ii) We reserve the right to refer the matter for criminal prosecution

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Page 4 of 5

AUTHORIZATION AND ACKNOWLEDGMENT (CONTINUED)

ACKNOWLEDGMENT
You declare that all your statements in this Application are true and complete and that you have received a copy of this form, and that this form serves as

your receipt for any payment listed in this form. You authorize us to verify the same through any means. If you fail to answer any question(s) or give false information, we may reject the application, retain all application fees and deposits as liquidated damages for our time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the application or Lease Contract, the prevailing party may recover all attorney's fees and litigation costs from the losing party. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations.

City Limits of Tacoma. If the property you are applying for is located in the city limits of Tacoma, by signing this application you acknowledge receipt of the landlord's screening criteria, information on payment of the move in costs in installments and its disclosure to you of the required website: www.cityoftacoma.org/rentalhousingcode.

Screening Service. Any tenant screening performed by us or at our request may involve background checks of all potential residents and occupants including: credit, criminal history, employment history, and other information. You have a right to dispute the accuracy of the screening results with the entity who performed the screening. The name and address of the entity performing any tenant screening service is:

Applicant's Signature _____

Date _____

FOR OFFICE USE ONLY

Apt. name or dwelling address (street, city)

Unit # or type

Person accepting application	
------------------------------	--

Phone

Person processing application

Phone

Applicant or Co-applicant was notified by ☐ telephone ☐ letter ☐ email, or ☐ in person of ☐ acceptance or ☐ non-acceptance on

(Deadline for applicant and all co-applicants to sign lease is three days after notification of acceptance in person or by telephone, five days if by mail.)

Name of person(s) who were notified (at least one applicant must be notified if multiple applicants):

Name(s) _____

Name of owner's representative who notified above person(s)

ADDITIONAL COMMENTS

[illegible]



CITY OF EVERETT PLANNING DIVISION
MULTIFAMILY TAX EXEMPTION PROGRAM
ANNUAL REPORT TENANT INCOME VERIFICATION

This form is to be filled out by the tenant and returned to the property manager by (Date):_____.

Tenant name: _____

Unit number: _____

Monthly rent: _____

Monthly utilities paid by tenant: _____

Number of persons in household: _____

Current monthly income: _____

Current annual income: _____

Amount of income received from each source in the past 12 months:

Income Source	Amount
Employment	
Payments in lieu of earnings (e.g., unemployment, disability, compensation)	
Income from business operations and income from real or personal property	
Periodic payments (e.g., Social Security, pensions, child support)	
Public assistance payments	

I/we certify that the information presented in this from is true and accurate to the best of my/our knowledge and belief. The undersigned further understands that providing false representation herein constitutes an act of fraud. False, misleading, or incomplete information may result in the termination of the lease agreement.

Tenant signature:_____ Date:_____

Tenant signature:_____ Date:_____

Tenant signature:_____ Date:_____

