



PO Box 870, 203 W. Reynolds Avenue
Centralia WA 98531-0870 (360) 736-9558

Application for Mt Vista & Magnolia Apartments – 2-bedroom units

Dear prospective tenant,

In accordance with Fair Housing Laws, all applications will be accepted and considered. Applications must be complete to be considered. If you are unable to complete your application and need a reasonable accommodation, please contact Cyd Huston at 360-736-9558 Ext 113. Please DO NOT attach copies of picture ID, Social Security Cards or other personal documents at this time. You will be asked to provide them if and when your name comes up on our waitlist for an open unit. We do have a few units that do not require the tenant to be chronically homeless, but those units are very limited. If you apply and you are not currently homeless, we will still add you to the waitlist, just keep in mind you would be on a waitlist for a specific set of units.

Reliable Enterprises Family Housing Units are for adults and families currently experiencing Chronic Homelessness. In order to qualify for tenancy at Mt Vista Apartments or Magnolia Apartments, you must meet the criteria above. Included in this application is a release of information for the local Coordinated Entry agency. This must be filled out and submitted with your application in order to be considered complete as Third-Party Verification of Chronic Homelessness is required.

We do not discriminate in any term, condition, or privilege of rental on the basis of race, color, religion, national origin, citizenship or immigration status, sex, sexual orientation, marital status, familial status, honorably discharged veteran or military status, or disability.

As many of our residents are considered vulnerable adults, you must also agree to a criminal background check at the time you are screened for an open apartment, as well as annually once you are housed. Criminal offenses will not necessarily exclude your application, however, no persons with a history of sexual related offences or crimes against vulnerable persons will be granted tenancy. Failure to disclose criminal offenses at the time of your application will be grounds for immediate denial of your application or grounds for eviction if discovered after tenancy is approved.

This is a no pet property and parking is limited and will require a parking pass. All vehicles must have updated registration and be drivable.

If you have any questions please feel free to email the Property and Housing Services Manager at Cydnie.Huston@reliableenterprises.org or call 360-736-9558 Ext 113

Mt. Vista Rental Application

Summary Report Requested on _____ by _____
Please Fill Out All Information Apt. #: _____ Move in date: _____

Applicant: Last Name _____ First _____ Full Middle Name _____ Home/Cell Phone # _____

Social Security # _____ Date of Birth _____ Drivers License or ID # _____

Current Address:

Circle one: RENT _____ OWN _____ RELATIVE _____ TREATMENT _____ SHELTER _____ OTHER _____
 Street _____ City _____ Landlord Name _____ Landlord Phone # _____

From _____ To _____ Monthly Payment _____

Previous Address

Circle One: RENT _____ OWN _____ RELATIVE _____ TREATMENT _____ SHELTER _____ OTHER _____
 Street _____ City _____ Landlord Name _____ Landlord Phone # _____

From _____ To _____ Monthly Payment _____

Current Employment or Source of Income

Hire Date _____ MONTHLY INCOME _____

Circle One: JOB _____ TANF/GA _____ SSI/SSD _____ OTHER _____
 Business Name _____ Address _____ City _____ State _____ Zip _____

Position held _____

Supervisor Name _____ Phone # _____

Other person(s) to occupy rental property (any un-related person must fill out separate application)

Name _____ Relationship _____ Date of Birth _____

Name _____ Relationship _____ Date of Birth _____

Name _____ Relationship _____ Date of Birth _____

Name _____ Relationship _____ Date of Birth _____

Name _____ Relationship _____ Date of Birth _____

**Mt. Vista
Rental Application**

Emergency Contact Name	Phone #	Address	Relationship
2 nd Contact Name	Phone #	Address	Relationship

Have you ever been convicted of a criminal offense? yes no State _____
Offense _____

Have you ever been evicted or asked to vacate by current or previous Landlord? yes no

If so: landlord name _____ Date _____

address of vacated property _____

Have you ever been convicted of any crime involving the possession, use, sale or manufacture of illegal drugs? yes no When and what crime _____

Deposits paid when you move in:

Damage deposit of **\$500.00** where **\$250.00** is a non-refundable fee used for carpet shampoo and minor cleaning expenses when you move out.

Damage Deposit \$ _____

Key Deposit \$ _____

Utility Deposit \$ _____ this will be applied to your last utility bill and any other unpaid rental expenses and the remainder will be sent to the forwarding address that you provide to the manager with your 20 day notice to move.

NO PETS!!!

Rent is due on the 1st day of each month. If not received in full by the 5th of each month, there will be a \$25.00 late fee plus \$1.00 per day after due date.

All rents must be paid by check or money order only.
Make checks payable to Reliable Enterprises.

RETURN OF DEPOSITS:

**Mt. Vista
Rental Application**

Any unspent portion of the apartment and/or utility deposits will be returned within 14 calendar days after the tenant completes the following:

- Move out, after staying in the rental for a minimum term of 12 months. This is not a lease, however, and you may be asked to leave prior to the end of 12 months if you violate the rental agreement in any way. If asked to leave, you will not owe for the remainder of the 12 month period, but your deposit will not be returned.
- At least 20 day written notice that tenant is moving out. This notice must be sent to the landlord before the 10th of the month, and on the same month that the tenant is moving out or the tenant will owe for the following month.
- Clean the apartment thoroughly inside and out when moving.
- Return keys
- Give receipt showing utilities are paid in full to the date of moving out.
- Must provide landlord with forwarding address and current phone number.

In Compliance with the fair credit reporting laws, you are advised that a screening will be conducted regarding the information listed on this application and your character, general reputation and rental history. You are also advised that we will be running a Washington State Patrol background check. By signing this application, you authorize us to obtain credit reports, criminal report, rental, employment and income verification, bank information and character information as necessary.

I certify that to the best of my knowledge all statements are true and complete. False, fraudulent or misleading information may be grounds for denial of tenancy or subsequent eviction.

Applicant Signature _____ **Date** _____

Co-Applicant Signature _____ **Date** _____