

Welcome to Powell Property Management. We hope you find this property meets all of your needs. For your convenience, the following is a brief overview of the general guidelines used to process an application.

Application Form – Each adult (17 1/2 and older) wishing to live in one of our properties must fill out an application and be approved. All sections of each application must be complete and accurate.

Employment – To verify that there is adequate income to make rental payments, we expect all applicants to have at least twelve (12) months of current verifiable employment, and the gross income (of the combined household) must be equal to three times the monthly rental amount.

Rental History – To verify that all the prospective tenants have demonstrated a desire to meet lease/rental obligations, we expect all applicants to provide 6 months of positive verifiable rental history, from current landlord, on a written agreement. We also expect all applicants to provide 6 months of positive verifiable rental history from a past landlord, on a written agreement.

Credit History – To verify that the prospective tenant has demonstrated fiscal responsibility, we expect all applicants to have positive credit history for 1 year. Any applicant whose credit history reflects apartment collections (i.e. civil judgments, evictions, or more than \$400 in collections (excluding medical) will be denied tenancy).

Public/Criminal Record – All applicants are screened for court and criminal records.

In General – We want to verify the following: (1) Amount of current rent, (2) Rent was paid in a timely manner, (3) Property was kept in good condition, (4) No history of complaints from other tenants, (5) All lease obligations have been met, and (6) Tenancy has been a positive experience.

No person shall be denied the right to rent one of our properties based on applicant's race, color, religion, national origin, sex, age, disability, marital status or familial status.

To process your application in a timely manner:

- Fill out one application per applicant. (Applications available online at www.powellmgt.com)
- Use BLACK INK when filling out the application. Print boldly and clearly.
- Answer all questions on the application. Do not leave any blanks.
- Make sure you have listed correct daytime phone numbers for all applicants, landlords (current & past) and employer.
- **Sign the application.** We cannot process the application without a signature.
- **Please return completed application with a check, cash, or money order for \$_____ payable to HPB, Inc.**
- **Return to: Rental Office (detached and to left of main bldg.) located at 22528 Marine View Drive South, Des Moines – put in drop box next to office door OR fax to 206-824-1217 OR call: 206-824-3733**

*Incomplete and/or illegible applications could result in a delay or denial of tenancy.
We appreciate the time you have taken to fill out our application.*