

Dear Apartment Applicant:

We actively seek good residents to make their homes with us, and we strive to provide the best service we possibly can while they live in the communities we manage.

We screen our applicants very carefully, and we completely verify all information provided to us on the rental application you complete, and from other sources available to us. After we, verify employment, and check previous rental history, we will ask you to come into our office to order your credit report on-line. This is the last step in the approval process and will not be done until all other processes have been complete and approved.

There is a non-refundable processing fee: **\$25.00 for each person**

The screening and verification process is used for every applicant the same way -- fairly, consistently, and uniformly. We work very diligently to observe both the spirit and the letter of the fair housing laws -- not just because they are the law of the land, but because we sincerely believe, personally and as a company, in fair housing and equal opportunity in fair housing for everyone.

An applicant who passes the screening criteria is offered an apartment when a suitable apartment is available. An applicant who does not satisfy the screening criteria is not accepted as a resident.

By making application for an apartment in one of our communities, you acknowledge that these checks and verifications will be done, and give your permission for us to do so.

If there is any item on the application that you do not understand, please ask for assistance. If there is additional information that you feel might be of assistance to us in processing your application, please let us know. We are here to be of service to you and others seeking housing.

We welcome your suggestions as to how we might do that task better and more efficiently. We will do our best to process your application quickly and give you an answer within a reasonable time.

Please sign and date this letter where indicated below, and give it to the Property Manager. The property Manager has additional copies if you would like to keep a copy for your files. Thank you for making application at our office, we sincerely hope that you will be a long-term resident with us.

**Please completely fill in your application, we also need a copy of all applicants drivers license, 1 months worth of paycheck stubs, or proof of all other monthly other income. Burdon of proof of financially qualifying for the housing you are applying for is on the applicant. We need proof of all income we are to consider in making this approval. If you receive monthly funds from other agencies we need proof of those funds at time application is turned in. We will not accept any application that is not completed.**

Julie Burns / Owner / Broker  
Real Estate Service, Inc.

Applicant(s) Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant(s) Signature \_\_\_\_\_ Date \_\_\_\_\_

Real Estate Service, Inc.  
1900 Crest Ave. # 104  
Juneau, AK 99801  
907-790-4411 Office  
907-723-8391 Cell

E-mail: [alaskarealestate@ak.net](mailto:alaskarealestate@ak.net)  
Web: [www.alaska-realestateservice.com](http://www.alaska-realestateservice.com)

**Thank you for applying for one of our rental properties. Attached is our rental application. The following is an explanation of our application process:**

**Application:**

- Each adult applicant must complete a full rental application.
- Please list the names of all proposed occupants (including minors).
- There is a non-refundable application fee of **\$25 per adult applicant**. (Application fee is payable to Real Estate Service, Inc. by check or money order)
- **Verification of employment and income** must be provided (i.e. copy of current pay stub, tax returns).
- **Copy of Current (less than 2 months old) Credit Report**, this can be obtained by any of the free on-line credit reporting sites. I must have the FULL report..
- **Clear Copy of Drivers License /or State ID**
- Any additional information you can provide us is welcomed (i.e. letters of reference, etc.).

**\*\*Any information missing from the application (i.e. telephone numbers, previous landlord's name, signatures, etc.) or if application fee is not received; the application will be considered **INCOMPLETE and will NOT be processed.****

**Submitting Application:**

- Hand delivered or mailed to our office at:  
**1900 Crest Ave. # 104, Juneau, AK 99801**
- Fax to **907-790-2255**
- Emailed directly to the managing agent. [alaskarealestate@ak.net](mailto:alaskarealestate@ak.net)

**\*\*When faxing or emailing application, please make arrangements to get monies for the application fee either dropped off or mailed to the office.**

**Processing:**

- Once a completed application is submitted, please allow time for processing – usually at least 48 hours. Processing time will vary depending on the number of applications received.
- Co-signers for an applicant must provide their own completed application, fee and verification of income.
- Applications are evaluated based on credit and income qualifications.

**\*\*Once approved, the applicant must respond to the offer and set a time to sign a lease within 24 hours or offer may be rescinded.**

**At the time of signing the lease, you will need your picture ID, payment for your security deposit is payable by cashier's check, money order, personal check –we do not accept credit cards/debit cards.**

**RENTAL APPLICATION**

**REAL ESTATE SERVICE, INC. [www.alaska-realestateservice.com](http://www.alaska-realestateservice.com)**

**1900 Crest Ave. # 104 Juneau, AK 99801 Ph: 907-790-4411 Fax: 907-790-2255**

An application fee of **\$25 per adult applicant** must be submitted. You may pay by money order, cashier's check or personal check (payable to Real Estate Service, Inc.).

Amount rec'd: \_\_\_\_\_ Date: \_\_\_\_\_ Check no. \_\_\_\_\_ Initials \_\_\_\_\_

Rental Property Location: \_\_\_\_\_

When would you like to move in? \_\_\_\_\_

Monthly Rent: \_\_\_\_\_

**Proposed Occupants**

**Full Name** (First MI Last): \_\_\_\_\_

SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Drivers License Number : \_\_\_\_\_

Phone Numbers: W: \_\_\_\_\_ H: \_\_\_\_\_ C: \_\_\_\_\_

Email address(s) \_\_\_\_\_

**List all** Other Occupant: \_\_\_\_\_

Other Occupant: \_\_\_\_\_

Other Occupant: \_\_\_\_\_

Other Occupant: \_\_\_\_\_

Other Occupant: \_\_\_\_\_

Other Occupant: \_\_\_\_\_

Will any animals be living with you? Please explain: \_\_\_\_\_ weight/age \_\_\_\_\_

**Housing Information:**

**Present Address:** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Landlord's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

How long at this address? \_\_\_ yrs \_\_\_ mo Reason for moving: \_\_\_\_\_

Amount of rent paid: \$ \_\_\_\_\_

**Previous Address:** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Landlord's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

How long at this address? \_\_\_ yrs \_\_\_ mo Reason for moving: \_\_\_\_\_

Amount of rent paid: \$ \_\_\_\_\_

**Personal Information:**

- 1) How long have you lived in Alaska?
- 2) Does anyone in your party smoke? Yes\_\_ No \_\_  
Our properties are all non-smoking. Smoking will only be allowed outside of the unit.
- 3) Do you have Renter's Insurance? Yes \_\_ No\_\_  
The property owner carries insurance on the **dwelling only**. We require that you obtain insurance to cover your furnishings and personal belongings.
- 4) Have you declared bankruptcy in the past seven (7) years? Yes \_\_ No \_\_
- 5) Have you had any late payments in the past year? Yes \_\_ No \_\_
- 6) Have you ever been evicted? Yes \_\_ No \_\_  
If yes, explain \_\_\_\_\_
- 7) Have you ever been convicted of or pleaded guilty or "no contest" to a felony? Yes \_\_ No \_\_  
If Yes, Please Explain below
- 8) Have you ever been convicted of or pleaded guilty or "no contest" to Domestic Violence of any kind?  
Yes \_\_\_\_\_NO \_\_\_\_\_  
If yes, explain below


I hereby authorize consumer reporting agencies to provide you with consumer reports relating to me. I hereby give my permission for you to verify the above information. I hereby certify that the above information is true and accurate to the best of my knowledge.

**Applicant Signature** \_\_\_\_\_ **Initial** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employment Information:**

Status: \_\_\_ Full Time \_\_\_ Part Time \_\_\_ Full Time Student \_\_\_ Part Time Student \_\_\_ Unemployed

**Employer:** \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position Held: \_\_\_\_\_ How long employed? \_\_\_\_\_ Salary: \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position Held: \_\_\_\_\_ How long employed? \_\_\_\_\_ Salary: \_\_\_\_\_

**Other Income:** \$ \_\_\_\_\_ Source: \_\_\_\_\_

**Housing Assistance:** \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Case Worker's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_

**Personal References :**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Nearest Living Relative: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

In case of emergency contact: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**Applicant Name (Print):** \_\_\_\_\_ **Initial** \_\_\_\_\_ **Date:** \_\_\_\_\_

**RENTAL APPLICATION**

**REAL ESTATE SERVICE, INC. [www.alaska-realestateservice.com](http://www.alaska-realestateservice.com)**

**1900 Crest Ave. # 104 Juneau, AK 99801 Ph: 907-790-4411 Fax: 907-790-2255**

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Amount rec'd: \_\_\_\_\_ Date: \_\_\_\_\_ Check no. \_\_\_\_\_ Initials \_\_\_\_\_

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Drivers License Number : \_\_\_\_\_

Phone Numbers: W: \_\_\_\_\_ H: \_\_\_\_\_ C: \_\_\_\_\_

Email address(s) \_\_\_\_\_

**List all** Other Occupant: \_\_\_\_\_

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Will any animals be living with you? Please explain: \_\_\_\_\_ weight/age \_\_\_\_\_

**Housing Information:**

**Present Address:** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Landlord's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

How long at this address? \_\_\_ yrs \_\_\_ mo Reason for moving: \_\_\_\_\_

Amount of rent paid: \$ \_\_\_\_\_

**Previous Address:** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Landlord's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

How long at this address? \_\_\_ yrs \_\_\_ mo Reason for moving: \_\_\_\_\_

Amount of rent paid: \$ \_\_\_\_\_

**Personal Information:**

1) How long have you lived in Alaska?

2) Does anyone in your party smoke? Yes \_\_\_ No \_\_\_

Our properties are all non-smoking. Smoking will only be allowed outside of the unit.

3) Do you have Renter's Insurance? Yes \_\_\_ No \_\_\_

The property owner carries insurance on the **dwelling only**. We require that you obtain insurance to cover your furnishings and personal belongings.

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5) Have you had any late payments in the past year? Yes \_\_\_ No \_\_\_

6) Have you ever been evicted? Yes \_\_\_ No \_\_\_

If yes, explain \_\_\_\_\_

7) Have you ever been convicted of or pleaded guilty or "no contest" to a felony? Yes \_\_\_ No \_\_\_

If Yes, Please Explain below

8) Have you ever been convicted of or pleaded guilty or "no contest" to Domestic Violence of any kind?

Yes \_\_\_\_\_ NO \_\_\_\_\_

If yes, explain below

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I hereby authorize consumer reporting agencies to provide you with consumer reports relating to me. I hereby give my permission for you to verify the above information. I hereby certify that the above information is true and accurate to the best of my knowledge.

**Applicant Signature** \_\_\_\_\_ **Initial** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employment Information:**

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**Employer:** \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position Held: \_\_\_\_\_ How long employed? \_\_\_\_\_ Salary: \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position Held: \_\_\_\_\_ How long employed? \_\_\_\_\_ Salary: \_\_\_\_\_

**Other Income:** \$ \_\_\_\_\_ Source: \_\_\_\_\_

**Housing Assistance:** \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Case Worker's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_

**Personal References :**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Nearest Living Relative: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

In case of emergency contact: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**Applicant Name (Print):** \_\_\_\_\_ **Initial** \_\_\_\_\_ **Date:** \_\_\_\_\_



TENANT NAME:

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CAR YEAR:

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CAR MAKE:

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CAR COLOR:

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CAR LICENSE PLATE #:

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TENANT NAME:

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CAR YEAR:

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CAR MAKE:

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CAR COLOR:

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CAR LICENSE PLATE #:

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# ALASKA REAL ESTATE COMMISSION CONSUMER DISCLOSURE

This Consumer Disclosure, as required by law, provides you with an outline of the duties of a real estate licensee (licensee). This document is not a contract. By signing this document you are simply acknowledging that you have read the information herein provided and understand the relationship between you, as a consumer, and a licensee. (AS 08.88.600 – 08.88.695)

There are different types of relationships between a consumer and a licensee. Following is a list of such relationships created by law:

## Specific Assistance

The licensee does not represent you. Rather the licensee is simply responding to your request for information. And, the licensee may "represent" another party in the transaction while providing you with specific assistance.

***Unless you and the licensee agree otherwise, information you provide the licensee is not confidential.***

Duties **owed** to a consumer by a licensee providing specific assistance include:

- a. Exercise of reasonable skill and care;
- b. Honest and good faith dealing;
- c. Timely presentation of all written communications;
- d. Disclosing all material information known by a licensee regarding the physical condition of a property; and
- e. Timely accounting of all money and property received by a licensee.

## Representation

The licensee represents only one consumer unless otherwise agreed to in writing by all consumers in a transaction.

Duties **owed** by a licensee when representing a consumer include:

- a. Duties owed by a licensee providing specific assistance as described above;
- b. Not intentionally take actions which are adverse or detrimental to a consumer;
- c. Timely disclosure of conflicts of interest to a consumer;
- d. Advising a consumer to seek independent expert advice if a matter is outside the expertise of a licensee;
- e. Not disclosing consumer confidential information during or after representation without written consent of the consumer unless required by law; and
- f. Making a good faith and continuous effort to accomplish a consumer's real estate objective(s).

## Neutral Licensee

A neutral licensee is a licensee that provides specific assistance to both consumers in a real estate transaction but does not "represent" either consumer. A neutral licensee must, prior to providing specific assistance to such consumers, secure a Waiver of Right to be Represented (form 08-4212) signed by both consumers.

Duties **owed** by a neutral licensee include:

- a. Duties owed by a licensee providing specific assistance as described above;
- b. Not intentionally taking actions which are adverse or detrimental to a consumer;
- c. Timely disclosure of conflicts of interest to both consumers for whom the licensee is providing specific assistance;
- d. If a matter is outside the expertise of a licensee, advise a consumer to seek independent expert advice;
- e. Not disclosing consumer confidential information during or after representation without written consent of the consumer unless required by law; and
- f. Not disclosing the terms or the amount of money a consumer is willing to pay or accept for a property if different than what a consumer has offered or accepted for a property.

If authorized by the consumers, the neutral licensee may analyze and provide information on the merits of a property or transaction, discuss price terms and conditions that might be offered or accepted, and suggest compromise solutions to assist consumers in reaching an agreement.

## Designated Licensee

In a real estate company, a broker may designate one licensee to represent or provide specific assistance to a consumer and another licensee in the same office to represent or provide specific assistance to another consumer in the same transaction.

**ACKNOWLEDGEMENT:**

I/We, \_\_\_\_\_ have read the information provided in this Alaska Real Estate  
(print consumer's name(s))

Consumer Disclosure and understand the different types of relationships I/we may have with a real estate licensee. I/We  
understand that Julie Burns of Real Estate Service Inc  
(licensee name) (brokerage name)

will be working with me/us under the relationship(s) selected below.

(Initial)

\_\_\_\_\_ **Specific assistance without representation.**

**Representing the Seller/Lessor only.** (may provide specific assistance to Buyer/Lessee)

\_\_\_\_\_ **Representing the Buyer/Lessee only.** (may provide specific assistance to Seller/Lessor)

\_\_\_\_\_ **Neutral Licensee.** (must attach Waiver of Right to be Represented, form 08-4212)

Date: \_\_\_\_\_ Signature: Julie Burns / Broker  
(Licensee)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Consumer)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Consumer)

**THIS CONSUMER DISCLOSURE IS NOT A CONTRACT**