



Before applying, please make sure you have the following ready:

1. To be considered each occupant 18 or over is required to apply for the same property within **24 hours** of the first application received. If all household/roommates do not apply within the said time frame your application may not be considered and may be available for a refund. It is not the responsibility of the NRB leasing agent or staff to request. NRB has the right to determine when the application was received and when the 24 hours has expired.

2. Please make sure you have all income verification ready to attach to the electronic application and/or submitted to our leasing agent, Rocky.

- Two most recent pay stubs if you are a W-2 Employee.
- W-2 and/or Federal Tax Filing up to 2 years (or more depending on the circumstances).
- A copy of your most recent LES if Military.
- Tax Returns for the last 2 years (Stamped or Signed) if you are self-employed.
- A copy of each occupant's government-issued photo I.D. that is 18 or over. * Other: Specified by the Leasing Agent.
- If you are applying with an animal, please make sure you have all Rabies certificates, shot records, county license, medical note (if ESA/Service Dog: Please see Service Animals tab below) available to attach to the electronic application.
- Vehicle and/or motorcycle information is required and will be collected during the screening process. We will need to know the year, make, model, license plate information, and color of each vehicle or motorcycle that will be at the rental.

Co-Signer Requirements:

- Must be a resident of Washington State.
- Income must be able to cover the cost of the co-signers creditors, rent, mortgage, etc.
- Additional Income requirements provided by the Leasing Agent.
- Both the Co-Signer and the Applicant(s) are required to meet our background check.
- Both the Co-Signer and the Applicant(s) are required to meet our landlord verification.
- Both the Co-Signer and the Applicant(s) are required to meet our credit check.
* Income verification documentation is required.

A Co-Signer is legally responsible, along with the applicant(s), for all rent, utilities, damages, etc. associated with the rental property. The Co-Signer and Applicant(s) will sign the lease and a CoSigner agreement if approved.

3. Please make sure you have all government-issued photo I.D.'s ready to attach to the application.

4. If you are applying with an animal, please make sure you have all Rabies certificates, shot records, county license (if applicable), medical note (if ESA / Service Dog) available to attach to the application. Please see our FAQ page: Rental Criteria for more details.

Due to the pandemic and for the safety of our staff; we are currently not showing rentals that are tenant occupied. Please call our office (253.537.6500) for more information.

Thank you for your understanding!