TENANT INSTALLMENT PAYMENT REQUEST AND AGREEMENT FOR MOVE-IN COSTS

Tacoma Municipal Code (TMC 1.95.040)

DATE: _____

Tenant Name(s): _____

Rental Address: _____

City: _____ State: _____ Zip: _____

The above-listed tenants elect to use installment payments for the security deposit, any non-refundable move-in fees, and last month's rent under TMC 1.95.040. Unless otherwise agreed below, all installment payments are due at the same time rent is due.

Under TMC 1.95.040, <u>landlords may not impose any extra fee, charge any interest, or otherwise impose any cost on a tenant electing to pay in installments</u>. The landlord and tenant must sign any Tenant Installment Payment Agreement and both parties should keep copies.

However, under the Landlord Fairness Code Initiative, TMC 1.100.040, "move in costs" cannot "exceed the first month's rent." "Move-in costs" is defined by the Initiative as to include, in part, security deposits, last month's rent, but excluding a pet fee. **Please see full definition of "move-in fees" in TMC 1.100.090.**

Tenant elects:

☐ To pay installments over the maximum time allowed under TMC 1.95.040; or

☐ A different schedule mutually agreed by the parties and outlined below.

Landlord Initials: _____
Tenant Initials: _____

1. IDENTIFY TENANCY LENGTH

☐ **This tenancy is a month-to-month tenancy.** The total deposit and non-refundable move-in fees may be paid in <u>two</u> consecutive equal payments starting at the inception of the tenancy. TMC 1.95.040(D). **A tenant may pay the last month's rent in 6 consecutive months, in equal installments, at the beginning of the tenancy.**

☐ **This tenancy is a fixed term tenancy from 3 to 5 months.** The total deposit, non-refundable move-in fees, and last month's rent may be paid in <u>three</u> consecutive equal payments starting at the inception of the tenancy. TMC 1.95.040(C).

☐ **This tenancy is a fixed term tenancy for 6 months or longer.** The total deposit, non-refundable move-in fees, and last month's rent may be paid in <u>six</u> consecutive equal payments starting at the inception of the tenancy. TMC 1.95.040(B).

2. IDENTIFY ALL MOVE-IN COSTS OWING

Security Deposit: $_____

Pet Deposit: $_____ *

Total Non-Refundable Fees: $_____

Last Month's Rent: $_____

Total Move-In Costs Owing: $_____

*Under TMC 1.95.040(J)/TMC 1.100.040(c), pet deposits may not exceed 25% of one-month's rent.

3. INSTALLMENT PAYMENT SCHEDULE

	DUE DATE	AMOUNT
Payment #1	(Beginning of Tenancy)	$
Payment #2		$
Payment #3*		$
Payment #4*		$
Payment #5*		$
Payment #6*		$
TOTAL MOVE-IN COSTS OWING		$

*If required by initial tenancy length or mutual agreement of the parties.

A tenant's failure to pay according to this agreed payment schedule is a breach of the rental agreement. The landlord may treat the default in payment as rent owing and issue a notice to pay rent-or-vacate according to applicable federal, state, and local laws.

_____   _____
Owner Or Agent Signature   Tenant Signature

_____   _____
Owner or Agent Printed Name   Tenant Printed Name

                                                     _____
                                                     Co-Tenant Signature

                                                     _____
                                                     Co-Tenant Printed Name