

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

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 or 2-month tenancy.** The total deposit, non-refundable move-in fees, and last month's rent may be paid in two consecutive equal payments starting at the inception of the tenancy. TMC 1.95.040(D).

**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 three 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 six 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), pet deposits may not exceed 25% of one-month's rent.

3. INSTALLMENT PAYMENT SCHEDULE

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

\*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