
GENERAL RENTAL CRITERIA GUIDELINES

Rental office: 6553 California Avenue SW, Suite B, Seattle WA 98136

NON-DISCRIMINATION

This property operates in accordance with the Federal Fair Housing Act, as well as all state and local fair housing and civil rights laws. We do not discriminate against any person based on race, color, religion, gender, national origin, age, sex, familial status, handicap, disability, veteran status, or any other basis protected by applicable federal, state or local laws.

The rental criteria below outlines some of the policies for this property with regard to standards that may be required by each applicant in order to be approved for residency.

A valid government issued photo ID is required for all applicants and occupants 18 years of age and older. A fully completed rental application for every occupant 18 years and older is required, along with the non-refundable application fee and a holding deposit.

Applicant(s) must be able to pay all deposits and rent at time of lease signing.

RENTAL APPLICATION SCREENING REPORT

We do not accept comprehensive reusable tenant screening reports.

We process applications in the order received. Applications are considered received only when they have been completely filled out with the accompanying checks submitted to our office. Once received, the screening company needs to verify all information within 48 hours. If the verification process takes longer, we may move to the next application.

We use an independent credit reporting agency, Alliance 2020 to obtain and evaluate the following types of information about you. The application fee for this screening is non-refundable unless otherwise provided by state law. The following items are included in the screening process:

1. We require your gross income is at least three (3) times the rent. Proof of adequate income includes any of the following if it cannot be verified by your current employer:
 - Two most recent paycheck stubs
 - Tax return copies for the past year
 - Copies of deposit slips, bank statements, investment earnings documents or Social Security earnings for retired applicants
 - Copies of any additional sources of income, e.g., child or spousal support, trust fund income, etc.
2. Income, Credit and Employment information required includes:
 - Proof of verifiable employment and/or verifiable source of income. Additional deposits may be required if you have been employed less than 6 months.
 - No excessive debt which may impact applicant(s) ability to pay rent
 - Good credit history free of negative credit issues which may indicate an applicant is high-risk and/or indicates a pattern of payment delinquency.
3. We do not make a screening decision based upon an applicant's arrest record or criminal history, unless the person is required to register on a local, state or national sex offender registry.
4. Rental history information includes:
 - If applicant has prior rental experience, good references from prior landlord(s)
 - No prior evictions on applicant(s) record

Any negative, misleading, or unverifiable information may result in the denial of your application.

Based upon the screening company's recommendation, your application will either "pass", "pass with conditions" (which will require an additional security deposit) or "fail".

You may request a free copy of your credit report only if you were denied due to your credit rating.

HOLDING DEPOSIT REQUIREMENTS

A Holding Deposit of \$150 is required to be paid at the time of the application along with a non-refundable fee for the application screening report of \$45 for each adult.

The Holding Deposit of \$150 will be refunded if the screening recommendation is "Fail" or if it is "Pass with Conditions" and the applicant does not agree to the conditions. If the applicant is approved, and the applicant cancels or withdraws within 48 hours of notification of application results, the holding deposit is forfeited.

Refunds shall be made in accordance with the requirements of the law.

IF THE APPLICANT IS APPROVED AND DOES NOT SIGN THE LEASE AND SUBMIT THE NECESSARY RENT AND OTHER DEPOSITS WITHIN 48 HOURS AFTER APPROVAL, THE HOLDING DEPOSIT WILL BE FORFEITED AND THE APARTMENT MAY BE OFFERED TO ANY INTERESTED PARTY.

Upon execution of the lease, the Holding Deposit will be applied toward the applicant's non-refundable cleaning fee.

CONDITIONAL APPLICATIONS

- When a screening application recommendation is returned as "Pass with Conditions", the household will be required to pay an additional security deposit to the current standard deposit.
- Applicants with an outstanding NSF check will result in a screening recommendation of "Pass with Conditions", and such applicants will be required to make all current and future payments by cashier's check or money order for the term of the lease.
- When an application recommendation is returned as "Pass with Conditions", applicants must substantiate income provided on the application.

DECLINED APPLICATIONS (if any of the following apply, the application will be declined)

- Unable to provide a valid government issued photo ID.
- Falsification of the Application.
- Anyone with an outstanding unpaid rental and/or utility collection debt.
- If the bank returns the application fee or holding deposit check.
- Anyone having an unsatisfied monetary judgment currently pending against them.
- If the person is registered on a local, state or national sex offender registry.
- Bankruptcy filing that has not been dismissed or discharged.
- Poor rental reference such as numerous late payments, eviction, substantial damage to the apartment, etc.

APPLICANTS WITHOUT A SOCIAL SECURITY NUMBER

- Must show verification to substantiate income equal to or greater than 3 times the effective rent using the type of documentation listed above.
- Required to submit USCIS documents as verification. Acceptable forms include I-551, I-766, I-766A, and I-94. The document must be valid.
- If the I-94 is being submitted, a valid passport and visa must also be submitted.