

SEATTLE RENTAL CRITERIA

FOR CWS APARTMENT
HOMES, LLC

Please note that these are the current rental criteria and nothing in these requirements shall constitute a guarantee or representation by our community that all residents and occupants currently residing in our community have met these requirements. There may be residents and occupants that have resided here prior to these requirements going into effect. Additionally, our ability to verify whether these requirements are met is limited to the information we have received from various applicant reporting services.

All applicants 18 and older will need to fill out an application and be screened.

All applicants over the age of 18 will need to fill out an application and be screened. This community does not accept portable screening reports. Applications are to be completed in full: applications containing untrue, incorrect, or misleading information will be denied. A completed application will consist of the following:

1. A fully completed application with no unanswered questions;
2. Payment of the screening fee;
3. Payment of the holding fee;
4. For any self-employed applicant, the last 3 years of tax returns showing net and gross income;

Copies of any voucher from a federal, state, local or non-profit voucher program showing the amount of the monthly voucher, full application, payment of the screening and holding fees, and copies of any other financial documents required to show compliance with the screening requirements, including tax records or other documents showing income for self-employed persons. Acceptable proof of income documents are:

1. Last 3 months of consecutive pay stubs/statements
2. Last 3 months of consecutive bank statements for liquid assets (investment account statements may not qualify)
3. Last tax statements/returns (Depending on when applying during the calendar year, we may ask for the previous year and/or the current year)
4. Student loan documentation showing what amount or percentage of the loan money is allocated to living expenses.

If any other documentation is needed during the application process, and not presented to the staff within 72 hours after the written request, the application may be canceled, and the holding fee will not be refunded.

ADDRESS HISTORY

Applicant(s) must have a minimum of twelve (12) months of address history. Eviction records will result in a denial. Poor rental and/or mortgage history, including but not limited to Applicant's history and/or pattern of destruction of property, Applicant's behavior toward current management during the application process, and toward prior management during any prior tenancy, and if applicant was ever asked to leave a rental and the factors surrounding that request may result in a denial.

INCOME

Applicant's income must be verified at three (3) times the monthly rent. Multiple applicants must have a combined income equal to three (3) times the monthly rent. Guarantors must make five (5) times the monthly rent.

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EMPLOYMENT

Applicant(s) must have a minimum of one (1) year employment history or proof of qualifying income. Employment and income verification are required following the application review. Recently graduated college students may qualify if a job is secured by providing an offer letter. Current college students may be accepted with verifiable income or a lease guarantor application/form.

CREDIT HISTORY

All credit history must be satisfactory and current. Items reviewed to determine approval include but are not limited to check writing history, evictions, judgments, and bankruptcies. Applicants with no credit history may be required to pay an increased hold fee.

SEX OFFENDER REGISTRY

Your application may be denied based on prior convictions for sex-related offenses as allowed by the Seattle City Ordinance. Landlords in the City of Seattle are prohibited from requiring disclosure, asking about, rejecting an applicant, or taking an adverse action based on any arrest record, conviction record, or criminal history, except for registry information as described in subsections 14.09.025.A.3, 14.09.025.A.4, and 14.09.025.A.5, and subject to the exclusions and legal requirements in Section 14.09.115. Applicants are further notified that the application is based on the screening criteria for this community, which is attached to this application. Applicant may provide supplemental information related to Applicant's rehabilitation, good conduct, and facts or explanations regarding their registry information.

This requirement does not constitute a guarantee or representation that residents or occupants currently residing in our community have not been convicted of a felony or deferred adjudication for a felony or some misdemeanors.