

## RENTAL CRITERIA - NON HUD PROPERTIES

- A) All rental applications must be completed in-full prior to screening, including all applicable addresses, dates and phone numbers. Incomplete applications and applications with incorrect information will be denied. Additional fees will be assessed for re-applications with correct or complete information when supplied.
- B) The prospective resident must initially provide valid identification. A driver's license, visa/green card or other picture ID may be acceptable. Valid proof of a social security number, Work Visa, Alien Registration Receipt Card, Temporary Resident Card, or ITIN is also required.
- C) Gross monthly income must be at least **2.0** times the monthly unit rent and exceed \$400 after rent and estimated debt.
- D) No less than two years of current and previous verifiable landlord or residence references are to be listed on the application, provided with telephone numbers. Identify mortgage lenders and/or landlord sales contact persons where applicable. Derogatory rental history or outstanding landlord collections are grounds for denial.
- E) A credit report will be run. Using a statistical model, creditors compare information on your credit profile, such as your bill-paying history, number and type of accounts you have, late payments, collection actions, outstanding debt, rental history, and the age of the accounts, to the credit performance of consumers with similar profiles.
- F) Any recorded unlawful detainer, related unpaid collections, open bankruptcies or judgments may result in denial of application.
- G) Applicants will be required to complete a written disclosure of all criminal convictions as part of the screening process. Each determination of acceptance will be completed on a case by case basis. Applicant agrees to provide all documentation pertaining to the conviction and other documents which may be requested by the reviewing panel within three days of the request. Falsification or non-disclosure will result in an immediate denial.

CITY OF SEATTLE DISCLOSURE: Applicants are notified that 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. If this application is for a City of Seattle MFTE unit, the holding fee will not be forfeited if the applicant chooses not to reside in the unit for any reason, but instead will be refunded to the applicant. The landlord is prohibited from taking an adverse action against a tenant based on eviction history occurring during or within six months after the end of the civil emergency proclaimed by Mayor Durkan on March 3, 2020, and that the Seattle Office for Civil Rights is the department that will enforce any violations of this ordinance.

- H) Employment and income must be verifiable. Income must be documented with current pay stubs, tax records or bank statements through a qualification process.
- I) **SECTION 8 APPLICANT CRITERIA:** All Section 8 applicants are required to meet the same criteria as stated above, *with the exception that the applicant only needs to meet income requirements for their portion of the rent.* Recommendations will be made following the above set standards, and will include the following notice:

***This recommendation is based on the standard for this Community. The applicant should verify with their own specific Section 8 requirements to determine eligibility for residency at this community.***

**Inability to meet any of the above criteria for residency may result in the denial of approval for residency. Inability to meet any of the above criteria for residency may result in the denial of approval for residency.** The applicant will be provided with contact information for the consumer reporting agencies that provided the consumer information. The report includes information provided by On-Site and the following other consumer reporting agency(ies):

Equifax  
P.O. Box 740241  
Atlanta, GA 30374  
800-685-1111

TransUnion  
P.O. Box 1000  
Chester, PA 19022  
888-909-8872

Experian  
P.O. Box 2104  
Allen, TX 75013  
888-397-3742

[www.equifax.com](http://www.equifax.com)

[www.transunion.com](http://www.transunion.com)

[www.experian.com](http://www.experian.com)

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Applicant's Signature

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Date

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Applicant's Signature

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Date

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Applicant's Signature

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Date

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Receiving Agent Signature

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Date