

## **RENTAL CRITERIA**

as per RCW 59.18.257

### **GENERAL REQUIREMENTS**

1. Maximum occupancy: two people per bedroom plus one (e.g. five people maximum in a two bedroom unit).
2. Credit, Background and public checks will be required for each applicant 18 years of age or older.
3. Photo identification for each applicant.
4. A complete and accurate rental application must be completed by each applicant.
5. All correspondence such as letters, forms and notices as well as all verbal communication will be done in English. It will be the tenants responsibility to supply their own interpreter in the event that the perspective tenant is not fluent in English.
6. Payment of a screening charge in the amount of **\$ 45.00 non refundable**
7. If approval is given based on the total combined income of roommates and one roommate vacates, the remaining roommate(s) must meet the income criteria or new roommate(s) must meet the rental criteria to be approved for occupancy.
8. Renters Insurance is required, no less than \$300,000 liability coverage. Proof of insurance will be required upon move-in, lease renewal and policy renewal. [ x ] Required [ ] Recommended

### **LEGAL STATUS REQUIREMENTS**

Only U.S. citizens or legal non-citizens will be considered for tenancy. Each applicant must be 18 years or older and provide a government issued photo ID (e.g. driver's license) and also one copy of the following:

- a. Social Security number or proof that applicant has applied for a Social Security number.
- b. I-94/Visa/Arrival-Departure Form (often used by students, travelers, foreign corporate trainees, etc.).
- c. Green Card – used by guest workers while working in the U.S. Valid for 10 years after issue date.

### **INCOME REQUIREMENTS**

1. Gross monthly household income must equal 2.5 times monthly rent. All income must be legal and verifiable. If any applicant within a household moves out, the remaining applicants must still meet this requirement. If income source cannot be verified, application may be denied.
2. Proof of income must be provided by each applicant. This may include one or more of the following:
  - a. most current paycheck stub from employer.
  - b. most recent bank statement(s).
  - c. proof of alimony/child support.
  - d. retirement/pension/investment accounts.
  - e. social security/disability payments.
  - f. unemployment, or other government support programs.
3. Self-employed applicants must provide copy of most current federal tax return.
  4. Applicants without a steady monthly income source must provide proof of liquid assets (bank statements, retirement funds, etc.) equaling the total rent for the term of the lease.

### **PREVIOUS HOUSING HISTORY REQUIREMENTS**

Any of the following may result in denial or, higher security deposit:

1. Rental History
  - a. Any negative landlord reports, complaints, etc. within previous three (3) years.
  - b. Any record of eviction(s) within 7 years, judgments or unpaid prior landlord debt.
  - c. Current home not kept in an acceptable condition.
2. Home Ownership History –a home that has been foreclosed upon in previous three (7) years.
3. No verifiable housing history (students, first time renters, etc.), eviction(s) older than 7 years.

## CREDIT REQUIREMENTS

Any of the following may result in denial, higher security deposit:

1. Any record of bankruptcy during last seven (7) years.
2. Slow pay and/or collection accounts reported in the last two (7) years.

## CRIMINAL HISTORY

A search of the public records will be made to determine if the applicant or any proposed occupant has been convicted or pled no contest to any of the following crimes including:

1. Any felony involving murder, attempted murder, injury, kidnapping, arson, rape, any sex crimes or drug related offenses (possession, sale, manufacturer, transport) will result in denial.
2. Any felony not listed above, including but not limited to those involving manslaughter, assault, burglary, theft, robbery, property damage, fraud, where the date of disposition, release or probation has occurred in the last seven (7) years will result in denial.
3. Any misdemeanor or deferrals involving theft, assault, intimidation, harassment, prostitution, drug related crimes, or property damage which has occurred in the last seven (7) years from date of disposition, release or probation will require a higher deposit.
4. Any misdemeanor or deferrals not listed above, including but not limited to those involving criminal trespass, harassment, physical abuse (including a restraining order), shoplifting, DUI or other similar crimes in the last three (7) years will require a higher deposit.

Any pending felony charges or outstanding felony or misdemeanor warrants must be resolved before the application can be processed.

## APPEAL PROCESS

If your application has been denied and you feel that there are extenuating circumstances for your denial, you should do the following:

1. Correct any misinformation on your personal history, credit, or criminal record with the appropriate authority.
2. State your reasons for further review/appeal in writing to Nancy OHomes LLC at [nancyohomes@comcst.net](mailto:nancyohomes@comcst.net). In the letter, explain the reasons you believe your application should be reviewed. Within five working days of receipt of your letter, you will be notified of the outcome.

I have read and understand the above rental requirements and agree to authorize access to my credit, rental employment, and criminal records.

These records will remain confidential. Screening fee is NON -Refundable.

*Please note On-site staff does not have the authority to override the recommendations of the screening company or make any change to the rental criteria.*

*I have read and agree to the above information:*

x \_\_\_\_\_