

RENTAL CRITERIA - CITY OF SEATTLE

Coast Property Management is prohibited from requiring disclosure, asking about, rejecting an applicant, or taking adverse action based on any arrest record, conviction record, or criminal history, except sex offender registry information.

The tenant screening investigation includes a criminal background screening, limited to sex offender registry information only. All applicants will be screened for registry information. [Housing Provider] considers the entire application and considers prior convictions reportable under the Fair Credit Reporting Act and rules of Washington, limited to those appearing on a local, state, or national registry only. Consideration will be given to the following factors relating to the conviction(s) that requires registry on a local, state, or national sex offender registry:

The nature and severity of the conviction; (1) The number and types of convictions; (2) The time that has elapsed since the date of conviction; (3) Age of the individual at the time of convictions; (4) Evidence of good tenant history before and/or after the conviction occurred; and (5) Any supplemental information related to the individual's rehabilitation, good conduct, and additional facts or explanations provided by the individual.

- 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 **3.0** 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) Employment and income must be verifiable.
- H) **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.

(Applicant Signature)

Date

(Applicant Signature)

Date

(Receiving Agent Signature)

Date