

## TENANT SELECTION CRITERIA

At West Prairie Village MHP we are looking for tenants that pay their rent on time and abide by all rules and regulations. West Prairie Village MHP will not accept a comprehensive reusable tenant screening report.

**Fair Housing Statement** West Prairie Village MHP is committed to following the letter and spirit of the Federal Fair Housing law by respecting the diversity and differences within our customer base by providing equal professional service to all, without regard to race, color, religion, sex, handicap, familial status, national origin or other protected status.

**Application Requirements** Each person 18 or over must complete an application and pay the screening fee. Application must be filled out completely. An incomplete application may be rejected. Any misstatements or omissions made on the application is grounds for denial or termination of the lease. All information must be legible and verifiable. If information provided cannot be verified, the application will be denied.

**Applicants need to provide:**

1. \$50.00 application fee per person age 18 or older. This application fee is non-refundable.
2. Social Security Card or equivalent proof of identity
3. Valid Government Issued ID
4. Proof of adequate income
  - Most recent check stub with year-to-date earnings
  - Self Employed – Tax Returns for last two years and the most recent three months' pay stubs
  - Retired – Copies of Deposit slips, Investment Earnings Documentation, Social Security Earnings Documentation, Bank Deposit History
  - Additional Income – Documents proving Child Support, Trust Funds, Bank Deposit History

Applications will not be accepted from applicants who appear intoxicated, are hostile, threatening, lewd, obscene or vulgar during the application process. This behavior shall be grounds for terminating the screening process and refusal to accept the application.

**Income Verification and History** Combined gross income of applicants must be at least four times the monthly rent. All sources of income, including housing vouchers, will be considered and must be verifiable through paystubs, tax returns, etc. Applicants should have a minimum of six months employment with current employer. Unemployment will not qualify.

**Criminal History** History of criminal behavior may negatively affect tenancy (drugs, sex offense, theft, robbery, assault, active warrants etc.).

**Housing History** Applicants must have at least 12 months of continuous, positive and objective rental or mortgage history from a non-relative. Any person who has been evicted, moved out of their home as a result of a violation notice to avoid eviction, did not fulfill all requirements of agreements with their landlord will not be allowed admittance back into the community as a Tenant or Occupant.

**Credit** A positive credit history is required. A record of accounts which have been submitted for collection or accounts which reflect delinquencies of 60 days or more may result in denial.

**Occupancy** Maximum number of residents equals two persons per bedroom plus one unless state, city or county laws stipulate otherwise. Septic systems also limit the amount of water/wastewater usage allowed which will in-turn limit the number of persons. This limit could be less than the maximum number of persons listed above. Check with landlord for specific questions. Home-based businesses are not allowed (e.g. home daycare business, hair salon).

**Pets** Limit of two small typical household animals per home and must be approved by management prior to being in the community. No wild or exotic animals (e.g. pythons, boa constrictors, wild cats of any kind, rats, wild dogs of any kinds, monkeys, apes, chickens, goats, or pigs, etc.). See office for additional information on pet policy. If approved, \$150.00 Non-Refundable Pet fee and \$100.00 Pet Deposit per pet is required.

**Lot Deposit** \$600 Lot Deposit required prior to move-in.

Copies of the Community Rules and Regulations as well as the rental agreement forms are available from the manager should you wish to review them prior to tendering your application for tenancy.

In the event of Adverse Action (denial of tenancy, cosigner or increased deposit required) you have the right to a FREE copy of the background check we reviewed and processed by Orca Information, Inc. You also have the right to dispute the accuracy of any information therein.

Do not ask the Property Manager/Landlord for a copy of the background check processed. They are unable to give you a copy (Fair Credit Reporting Act). Upon Adverse Action the Property Manager/Landlord you are applying with will give to you the Adverse Action/Consumer Rights Letter. This letter describes in detail how you may obtain from the appropriate agencies and companies, a free copy of the background check

You have the right to obtain a FREE copy of your credit report each year from every credit bureau (Equifax, Experian, Trans Union). For a FREE copy log onto: [www.annualcreditreport.com](http://www.annualcreditreport.com). Orca Information obtains their credit reports from Trans Union.

Note: In compliance with Washington State's Fair Tenant Screening Act of 2012, and the Fair Credit Reporting Act (FCRA), this is to inform you that the background investigation will be processed through Orca Information, Inc. We may be obtaining credit reports, court records (civil and criminal), arrest detention information, employment and rental references as needed to verify all information put forth on your rental application.

Orca Information, Inc. contact information is: [www.orcainfo-com.com](http://www.orcainfo-com.com), [orca@orcainfo-com.com](mailto:orca@orcainfo-com.com), 800-341-0022, PO Box 277, Anacortes, WA 98221.