

TENANT SCREENING CRITERIA

Landlord will not accept a comprehensive reusable tenant screening report.

Landlord desires to provide well maintained and well-kept property for the benefit of all residents. Screening criteria herein are adopted with the intent of maximizing the ability to provide safe housing for residents, managerial staff, the property, and neighbors. Screening criteria herein are also intended to minimize liability risks, the costs of insurance, maintenance, and repairs to the premises. Screening shall be designed to provide housing to individuals who do not constitute or pose an unreasonable risk of direct threat to persons and/or property of physical harm and/or adverse housing environment. Landlord agrees to limit screening of conviction history to serious offenses against person and/or property.

Application Requirements: Each person age 18 or over shall complete an application and pay the \$55.00 screening fee. Applications will not be accepted from applicant(s) 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.

Incomplete, false, and or misleading information is grounds for denial. In the event Landlord discovers false or misleading information after occupancy, Landlord reserves the right to retroactively revoke prior consent to acceptance due to lack of mutual assent; in such situation, the occupant(s) will be deemed to be in occupancy without the permission or consent of the owner.

Positive Identification:

Requirement:

- ✓ Valid government issued photo identification and social security card. See attached for acceptable forms of identification.

Income Verification and History:

Requirement:

- ✓ All adult applicants must have individual monthly recurring income of 3 times the Tenant's portion of rent.
- ✓ Proof of income required to move in. Valid proof includes but is not limited to current paystubs, tax returns, W-2s, I20's (International Students), Leave and Earning Statements (military), payment assistance vouchers or other verifiable documentation of rental assistance. Unemployment will not qualify.
- ✓ Applicants shall have a minimum of 6 months employment with current employer or in same field of work.

Deniable Factors:

- ✓ Lack of proof of satisfactory income, misrepresentation or falsification of income information.

Public Records Criteria:

Requirement:

- ✓ Eviction and criminal records searched will be conducted.
- ✓ Criminal search includes offenses that constitute serious crimes (See below).

Deniable Factors:

- ✓ Verified eviction.
- ✓ Failure to disclose eviction or criminal records.
- ✓ Verified name and birthdate match on criminal conviction for the below crimes or sustainably similar offenses:

Murder	Malicious Mischief	Theft/Identity Theft	Lewd Conduct
Manslaughter	Trespass	Vehicle Prowling	Fraud
Assault	Burglary	Kidnapping	Arson
Robbery	Manufacture, Delivery or Sale of a controlled substance		
Rape or Rape of a Child	Possession with intent to Deliver a controlled substance		
Child molestation	Sex Offender registration requirement		

In matters relating to criminal history, circumstances and mitigating facts that may be considered include: Nature and severity of past conduct; age at time of conduct; evidence of good Tenant history before or after conviction or conduct; evidence of rehabilitation and treatment efforts; restitution of damages if any; nature of severity of

offense(s); number of similar past offenses or lack thereof; and impact of housing decision on other non-offending household members.

Applicant(s) with an arrest and pending criminal case will be evaluated based upon the facts of the underlying case to determine if conduct justifies exclusion as a threat to others or property. If the applicant has a criminal case pending, for any crime set forth, the application will be put on hold until the case has been finalized. The applicant(s) are not allowed to be approved or move into a leasehold until the criminal case is finalized and/or determined. Provided, Landlord may limit application of this policy to conduct that would justify exclusion due to threat posed to person or property.

Housing History:

Requirement:

- ✓ 12 months valid, verifiable and positive rental, mortgage or military housing history.
- ✓ Valid rental history is a written lease agreement and proof of compliance.

Deniable Factors:

- ✓ Past late payments, NSF payments.
- ✓ Unfulfilled lease obligations.
- ✓ Balance owing to a landlord (for rent or damages).
- ✓ Prior eviction or moved out of home to avoid eviction.
- ✓ Falsification of the rental application.
- ✓ Absent or negative rental history or negative reference.

Credit History:

Requirement:

- ✓ At least 2 accounts established for 1 year and in good standing

Deniable Factors:

- ✓ Derogatory credit history (past due accounts, collections, judgments, tax liens, charge off – excluding medical debit) in excess of \$300.00.
- ✓ A record of accounts which have been submitted for collection or accounts which reflect delinquencies of 60 days or more.
- ✓ Unpaid collection account(s) or judgment(s).
- ✓ Open or discharged bankruptcy.
- ✓ Unverifiable, false, incomplete, or misleading information.

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 allowed amount of water/wastewater usage 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, etc.). Homes shall be occupied by the registered owner(s) on the title and shall be the primary residence.

Pets: Limit of two small typical household animals per home and must be approved by Landlord 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, Tenant must enter into Pet Addendum before bringing said pet(s) onto the leasehold premises and pay an additional month's rent as deposit to secure payment of all financial obligations including damages beyond ordinary use wear and tear. See below for associated move-in fees and deposits.

Deposit and Move-in Fees: \$600.00 Lot Deposit required prior to move-in. If Tenant has an approved pet, the deposit increases to \$1000.00.

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. 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, orca@orcainfo-com.com, 800-341-0022, PO Box 277, Anacortes, WA 98221.

SUGGESTED ALTERNATIVE DOCUMENTS FOR SCREENING IMMIGRANT POPULATIONS

Documents that establish identity	Documents that establish past rental history	Documents that establish credit or ability to pay rent
- Citizenship Card, Consulate Cards - INS Form I-864 Sponsorship verification - Certificate of Naturalization (INS I-550) - Voter's registration card - U.S. Passport - Certificate of U.S. Citizenship (N-550 or N-561) - Unexpired foreign passport, with 1-555 stamp or INS form 1-94 indicating unexpired employment authorization - Alien registration receipt card with photograph (I-151 or I-551) - Unexpired temporary resident card (I-688) - Unexpired employment authorization card (I-688A or I-688B) - Unexpired reentry permit (I-327) - Unexpired refugee travel document (I-571) - Driver's license or ID card - Military card or draft record or military depend card - School ID card with photograph - Hospital records - Day care or nursery school records	- Records from school district to establish stability - Letter from utility company to establish rental history - Letter from former landlord with a phone number - Copy of lease from former residence	- Letter from employer - Current contracts for major purchases to help identify credit - Bank records - Sponsorship letters - INS Form I-864 Sponsorship verification - Social Security card - Individual Taxpayer Identification number (ITIN) - Current pay stubs - Benefit Award Letter (SSA, DSJS, etc.) - Section 8 Voucher - School payment contracts - Paid off installment contracts - Paid utility bills