



## Place 10 Residential Resident Screening Policy

Welcome to our community! Please take a minute to familiarize yourself with our resident screening policy.

Place 10 Residential operates in accordance with the Federal Fair Housing Act, as well as state and local fair housing and civil rights laws. We do not discriminate against any person on the basis of race, color, religion, gender, national origin, age, sex, familial status, handicap, disability, veteran status, or any other basis protected by applicable state or local laws. The rental criteria below outline the policies for this community with regard to the standards that may be required by each applicant in order to be approved for residency.

All applications are considered complete upon the submission of a completed application, payment of the application fee, and payment of the holding fee pursuant to 59.18.253 RCW, in addition to any information as set forth below. The screening fee is \$40 per adult 18 or over. Where permitted a \$250 nonrefundable administrative fee is due at the time the application is submitted, and is subject to the terms and conditions provided separately.

All completed applications are submitted to Resident Verify, a third party rental applicant screening company. Resident Verify will generate a rental report that combines up to three types of information about you: (1) credit and financial history; (2) court records; and (3) references. Every applicant is treated objectively because each application is scored statistically in exactly the same manner. The rental report provides a recommendation using real time statistical data by evaluating those statistics with the below described rental criteria. Based on the information provided by you, Resident Verify will provide one of the following recommendations to the property:

**Accepted:** The applicant is accepted with standard deposit and fees.

**Accepted with Conditions:** The applicant may be given the option to pay an additional security deposit or obtain a guarantor.

**Denied:** The application will not be accepted.

In the event of denial or other adverse action, you have the right to obtain a free copy of your rental report from Resident Verify and to dispute the accuracy of any information appearing on it. You will be given an adverse action letter with all information regarding who to contact or you may call Resident Verify at 866 698-0661.

We do not accept comprehensive reusable tenant screening reports as defined in RCW 59.18.030(3).

1. OCCUPANCY GUIDELINES – The following occupancy standards apply based on two (2) persons per bedroom, plus one (1) per apartment:

One Bedroom	Three Persons
Two Bedroom	Five Persons
Three Bedroom	Seven Persons
Four Bedroom	Nine Persons

Residents who exceed these occupancy standards during the lease term, will be required to either transfer into another available apartment which has more bedrooms at the larger unit's current rental rate or vacate the unit at the end of the lease term.

2. GENERAL - All applicants must be of legal age, complete an application and pay all applicable fees. The application fee is \$40 per applicant. Applications must be completed in full. The application fee is non-refundable. All individuals over the age 18, intending to reside in the unit, must

complete a separate rental application and pay the application fee. **Any application containing incorrect, untrue, or false information will be denied.**

3. IDENTIFICATION – All applicants are required to provide positive identification including one of the following: government issued identification (military identification, driver's license or passport), birth certificate, social security card, or other verifiable identification.

4. INCOME – Applicant must provide at least 6 months of stable, verifiable income as to amount and receipt. Failure to provide at least 6 months' verifiable income may require an additional deposit or guarantor. If applicant is self-employed applicant must provide the most recent 2 years' personal tax returns and 2 years' business tax returns with application.

Income must be verified in writing as to its amount or receipt by applicant (e.g. pay stubs, tax returns, bank statements, statement of benefits from the federal government, award letter from Employment Security Department, certified copy of court order providing maintenance or child support, etc.)

5. RENT TO INCOME RATIO – Written verification of income equal to 2.5 times the monthly rent per household is required along with necessary supporting documents.

6. CREDIT – Resident Verify evaluates credit and rental history against indicators of future rent payment performance. All applications are evaluated based on statistical data available such as payment history, quantity and type of accounts, outstanding debt, and age of accounts. The rental scoring system will compare your application to Resident Verify's database and by evaluating those statistics and real data in accordance with this criteria Resident Verify will provide management with a recommendation.

Minimum grounds for possible denial include:

- Excessive collection accounts, including utility accounts (regardless of status).
- Rental housing debt, evictions, or collections within the last two (2) years may result in automatic denial of the application.
- More negative than positive account history may be approved subject to an additional deposit.

Bankruptcy (regardless of discharge) or repossession/foreclosure within the last two (2) years may be grounds for denial of the application or may require an additional deposit for approval.

7. RESIDENT HISTORY – All occupants must have at least 12 months of verifiable and positive residency history immediately preceding application. Verification must be provided by a third party entity. Verification by an individual will not be accepted unless proof of timely payments is provided. Resident history that indicates multiple late payments, returned checks, poor housekeeping, conduct disturbing the rights and comforts of other residents, unauthorized occupants, property damage or failure to adhere to policies and regulations of a prior rental agreement may result in denial.

8. CRIMINAL HISTORY – The tenant screening investigation includes a criminal background screening. All applicants will be screened for criminal history. Place 10 Residential considers the entire application and considers prior convictions reportable under the Fair Credit Report Act and rules of Washington. Convictions involving sexual misconduct, drug manufacture and delivery crimes, theft by check or a physical crime against a person or another person's property may result in denial.

Any individual denied on the basis of their criminal history may request review, which will be done on a case-by-case basis depending on the felony or misdemeanor offenses. Upon review, applicant may be approved with conditions. Consideration will be given to the nature and date of the crime, circumstances of conviction, efforts at rehabilitation, and prior rental history since release from confinement.

Individuals requesting review based upon a denial of their rental application for a prior criminal conviction must provide the following: (1) documentation on the nature and date of the crime, (2) circumstances of underlying crime and conviction, (3) efforts at rehabilitation, and (4) prior rental history references since release from confinement must be provided at the time the application is submitted.

9. EVICTION HISTORY – Two (2) years of eviction free history may be required for approval.

10. GUARANTOR/CO-SIGNOR – Guarantors will be accepted for applicants at the discretion of Place 10 Residential when the applicant does not meet the required rent-to-income ratio or is denied on the basis of poor financial history. Only one guarantor per home is permissible. Guarantors must reside in the United States. Guarantors must meet the above established criteria and have gross monthly income equal to or greater than four (4) times the monthly rent.

11. ADDITIONAL INFORMATION –

Animals: Pet restrictions vary at each community. The following breeds are restricted from this community:

- |                                 |  |
|---------------------------------|--|
| Pit bull/Staffordshire Terriers | Chows                                  |
| Doberman Pinschers              | Akitas                                 |
| PresaCanarios                   | Wolf-hybrids                           |
| Alaskan Malamutes               | Poisonous and exotic animals           |
| Rottweilers                     | Piranhas, Ferrets, Skunks and Raccoons |

An additional a pet deposit of \$200 (plus a \$200 non/refundable fee) for each animal is required. In addition, the property charges pet rent of \$15 for one pet and \$25 for two pets that occupy each household. Limit two (2) pets per household.

12. ADDITIONAL TIME – As part of this property’s commitment to equal housing, and non-discrimination, you may request additional time to complete the application should you need a reasonable accommodation or need translation services. Translation services are the applicant’s sole expense. Any request must be affirmatively made to management. An application’s date of completion will be determined pursuant to SMC 14.08.050.

12. EXCEPTIONS – The exceptions provided in SMC 14.08.050 do not apply, except when the available unit is necessary to meet the minimum standards of the Multi-Family Tax Exemption program (Seattle city limits only).

Application will not be considered until the Application has been fully executed and returned, and all applicable Application Deposits and fees have been paid. I have read and understand the entire resident screening policy of this community.

_____	_____	_____	_____
<i>(Resident)</i>	<i>Date</i>	<i>(Resident)</i>	<i>Date</i>
_____	_____	_____	_____
<i>(Resident)</i>	<i>Date</i>	<i>(Resident)</i>	<i>Date</i>
_____	_____	_____	_____
<i>(Resident)</i>	<i>Date</i>	<i>(Owner/Agent)</i>	<i>Date</i>

