

**CONVENTIONAL  
RENTAL CRITERIA**  
January 2018

- Rental History:** 12 months valid, verifiable rental history.  
*Valid meaning a written lease or month-to-month agreement. If rental history is less than 12 months then an increased deposit -OR- cosigner may be requested, recommendation will be dependant on credit history, level of income and length of employment.*
- Credit History:** At least 2 accounts established for 1 year in good standing.  
*If derogatory credit history is in excess of \$800 and/or discharged/open bankruptcy is reporting then an increased deposit -OR- cosigner may be requested. Recommendation will be dependent on level of income and length of rental history.*
- Employment:** 12 months on the job or previous employment in same field of work.
- Income:** 2.5 times the rental amount (only garnish able income considered).  
*If income is less than 2.5 but more than 2 times the rental amount then an increased deposit requested. Income that is less than 2 times the rental amount may require a qualified cosigner. Recommendation will be dependant on level of income, length of rental history and credit history.*
- Identification:** Applicant must have a valid, verifiable social security number and/or valid work visa, alien registration card, temporary resident card, employment authorization card number or other identification verifying eligibility to reside in the United States.

**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.*

**COSIGNER RENTAL CRITERIA:**

A cosigner will be APPROVED if all the qualification below is met, if the cosigner does not meet any 1 of the following criteria then the cosigner will not qualify.

- RENTAL HISTORY: 1 year of valid and verifiable rental or mortgage history with no late payments  
CREDIT HISTORY: At least 4 accounts in good standing with less than \$100 in derogatory accounts  
An open or discharged bankruptcy will be grounds for denial as cosigner  
EMPLOYMENT: 12 months on the job or previous employment in the same kind of work  
INCOME: 4 times the rental amount of the unit in verifiable, garnishable income

**GROUND FOR DENIAL WILL RESULT FROM THE FOLLOWING ON ALL APPLICANTS:**

- Verified unpaid eviction showing on credit report or confirmed with landlord.  
Unpaid rental collection verified on credit report.  
Balance owing to landlord.  
Extreme negative and adverse rental history, e.g...documented complaints and/or damages, multiple late payments or 72 hour notices to pay or vacate with statement by landlord of "WOULD NOT RE-RENT"  
Unverifiable social security number.  
Falsification of rental application.  
Breaking lease agreement that will result in collection filing.

Please be advised, a landlord (within the Seattle city limits) 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 which is the result of an adult criminal conviction – as described in Subsection 14.09.025 A3., 14.09.025 A4., and 14.09.025 A5, and subject to the exclusions and legal requirements in Section 14.09.115.

We do not automatically deny applicants based on sex offender registry that is the result of an adult criminal conviction. Rather, consideration is based on the nature of the offense and time passed since the date of final disposition. Supplemental information can be provided to the landlord by the applicant, or produced on behalf of the applicant, with respect to the applicant's rehabilitation and/or good conduct. Supplemental information may include, but is not limited to: conviction information; certification of rehabilitation; written or oral statements by the applicant, past or present employer(s), current and prior landlord(s), members of the judiciary or law enforcement, parole officer, member of clergy, counselor or therapists, social workers or similar person(s).

Valid photo identification will be required of all applicants.

**OCCUPANCY CRITERIA**

- Studio - 3 Occupants  
1 Bedroom Unit - 3 Occupants  
2 Bedroom Unit - 5 Occupants  
3 Bedroom Unit - 7 Occupants  
4 Bedroom Unit - 9 Occupants

Each person over the age of 18 will be required to complete an individual application and pay a \$44 processing fee. This includes cosigners.

Consider this statement as notification that we accept a comprehensive reusable tenant screening report, as defined by RCW 59.18.257, like MyScreeningReport.com