



## **RENTAL POLICY AND QUALIFICATION STANDARDS**

**THE FOLLOWING POLICIES ARE ESTABLISHED TO ENSURE THAT ALL PROSPECTIVE APPLICANTS FOR A PROPERTY PROCESSED BY ROWLEY PROPERTIES, INC. WILL BE TREATED EQUALLY. ALL APARTMENTS ARE AVAILABLE FOR RENT ON A NONDISCRIMINATORY BASIS.**

Please read the following policies and standards. If you feel you meet the guidelines for qualifying, we encourage you to submit an application. Only one application will be processed at a time and applications will be processed in the order received. **An incomplete application will not be considered.** An apartment will not be reserved without the following being submitted to Management:

- a complete application (including supporting documentation) within 72 hours.
- paid application fee(s)
- paid holding/security deposit

We do not discriminate in any term, condition or privilege of rental on the basis of veteran status, disability or other protected class. We charge the same amount of rent, deposit(s), and fee(s) regardless if part or all of the tenant's income is related to veteran status or disability. We accept all forms of verifiable income, including VASH vouchers or housing assistance.

### **MINIMUM CRITERIA & CHECKLIST FOR TENANT SELECTION**

\_\_\_\_\_ A completed and signed application to be received from each person 18 years of age or older. Everyone 18 years of age or older must be a lease holder. Exceptions apply for qualified disabled residents with live-in caregivers.

\_\_\_\_\_ Fills out application completely and truthfully. Applications will be denied if information is falsified or missing. Groups of more than one applicant will not be considered until the applications from all members of the group are received.

\_\_\_\_\_ A government issued photo ID by everyone 18 years of age or older must be provided at the time the rental agreement is signed. See Appendix B (HUD's Suggested Alternative Documents for Screening Immigrant Populations) for suggested alternative documents for Immigrant Populations

\_\_\_\_\_ Able to pay the application fee. Application fees are non-refundable

\_\_\_\_\_ Able to pay a holding deposit of \$300 at time of application. (This holding deposit transfers to the security deposit required under the lease.) The holding/security deposit will be returned, in full, if the credit application is denied. If application is approved, applicant will sign the lease

within 10 calendar days (including Saturday, Sunday and holidays) from application date and pay move-in fees. If lease is not signed, applicant forfeits the \$300 holding/deposit fee.

\_\_\_\_\_ Able to pay the balance of full deposits and rent requested at time of move-in. Required deposits/fees are \$200 nonrefundable administration fee, pet fees/deposits (if applicable), rents, and utilities. Provided tenant meets the requirements of RCW 59.18.283 and move in fees are more than 25% of rent, Landlord shall allow such fees to be paid in installment payments of 3 equal installments at inception of lease.

Wildwood Apartment Homes uses Transunion for our consumer reporting agency. Applicants are entitled to a free copy of the consumer report in the event of a denial or other adverse action, and to dispute the accuracy of information appearing in the consumer report.

Applicant consumer reports provided by TransUnion can be obtained by sending a written request with a copy of a state issued ID, personal address, phone number and Date-of-birth information via one of the following:

- Standard Mail: TransUnion Rental Screening Solutions Attn: Disputes PO Box 800 Woodlyn, PA 19094
- Email: [TURSSdispute@transunion.com](mailto:TURSSdispute@transunion.com)
- Fax: 1-800-799-5885
- Customer Support: 1-855-681-3196

***Income:***

\_\_\_\_\_ Sufficient Income – Minimum total gross monthly income of three (3) times the rental amount.

\_\_\_\_\_ Verifiable source(s) of income or employment. Unverifiable income will NOT be considered. Acceptable sources of income verification may include: current pay stubs, letter from an employer on company letterhead; a signed/accepted employment offer letter, social security, disability, court orders for child support or spousal support, statements of Income from trust accounts or investments, and VASH vouchers or housing assistance programs.

\_\_\_\_\_ Self-employed prospective residents must provide tax returns from the previous two (2) years for salary verification

\_\_\_\_\_ Same source of income or employment for a minimum of six (6) months. Unemployment compensation is NOT considered a qualifying source of income.

\_\_\_\_\_ Bank accounts, stocks, bonds, CDs and other forms of investment assets may also be used to verify the financial status of a prospective resident. It will be necessary to furnish management with proof of funds equal to one (1) year worth of rent and they must document that the funds have been in their account for the last four (4) months.

\_\_\_\_\_ Any income documents from outside the United States must be converted to the English Language

***Credit:***

*Applicant's information is submitted to a third-party for screening. TransUnion is our third-party screening service. The application process typically takes 24-48 hours to complete, but, could take longer if further investigation is required.*

\_\_\_\_\_ Minimum FICO score of 650. Applicants with no credit may be approved with a guarantor/co-signer. \*Note, credit evaluations are based on full credit profile, and not solely on credit score

\_\_\_\_\_ No excessive financial obligations – more than 30% of income

\_\_\_\_\_ No more than one (1) paid collection on credit history for past three (3) years. No public records (judgments) or bankruptcy on credit history for past seven (7) years.

**Criminal History:**

\_\_\_\_\_ History of criminal activity on the part of any proposed occupant could negatively impact your application, and which presents a danger to persons or property or the peace and enjoyment of other residents or members of the community. When evaluating any past criminal convictions, we consider the nature (whether it indicates a potential risk to persons or property, shows incident(s) of identity theft, or crimes of violence to persons or property) and severity of the crime, and the amount of time that has passed since the criminal conduct occurred. If you have any mitigating factors you wish us to consider, please bring them to our attention.

**Previous Rental History:**

*We reserve the right to verify up to 24 months of rental/mortgage payment history. A positive record of prompt monthly payment, proper vacate notice, and no damages is expected. Renting from a friend or relative may not qualify.*

\_\_\_\_\_ Resides at current address for at least 6 months

\_\_\_\_\_ Gave proper notice to previous landlord

\_\_\_\_\_ Acceptable rental history. A satisfactory credit report for a mortgage will serve in lieu of rental history

\_\_\_\_\_ No notices of any kind from previous landlord, nor deposit withheld because of damage or destruction of the dwelling unit or surrounding property or for non-payment of rent

\_\_\_\_\_ No notices of any kind from previous landlord, neighbor complaints or police reports regarding disturbing the peace or drug activity.

\_\_\_\_\_ No outstanding balances owed to previous landlords

\_\_\_\_\_ Able to put utilities in your name that you will be responsible for at the rental. Utilities to be transferred into your name for the date you are moving in, as soon as a move-in date has been determined. Puget Sound Energy is the utility company for electric

\_\_\_\_\_ No prior evictions on credit history/evictions search for past seven (7) years.

\_\_\_\_\_ If your former landlord(s) do not respond to requests for information within 48 hours of being contacted, that will result in denial of the application due to unavailability of verifiable favorable rental history.

**Other:**

\_\_\_\_\_ Pet friendly: Cats, fish, rabbits, guinea pigs, hamsters and gerbils. All other pets need landlord approval. No dogs, snakes, poisonous creatures, ferrets or birds. Tenant is responsible to pay

\$300 for one pet, \$400 for two pets. \$200 of those amounts is a non-refundable fee and the remainder is a refundable deposit. Note: Registered service animals are allowed.

\_\_\_\_\_ Those with pets – able to provide proof of license, tags, and shots

\_\_\_\_\_ We require all residents to carry a renters' insurance policy prior to moving in with a minimum of \$100,000 personal injury and personal liability limits, a minimum of \$2000 medical payments and adequate coverage for personal property

\_\_\_\_\_ Occupancy Standards:

One-bedroom max is three people

Two-bedroom max is five people

Three-bedroom max is seven people

\_\_\_\_\_ Able to verify all above criteria

***Optional Criteria:***

\_\_\_\_\_ Management may, at their discretion, accept a guarantor/co-signer for prospective residents who do not meet the above listed INCOME requirements. The guarantor must qualify for the apartment based upon the above listed criteria except income. Guarantor income must qualify using his/her sources of income and must provide proof of income equal to five (5) times the monthly rent and must have a credit score of 700 or higher. Guarantors must reside in the United States. A Guarantor must complete a Guarantor/Co-signer Addendum and is fully responsible for the lease if the Tenant(s) default


\_\_\_\_\_ If prospective applicant is new to the area, or changing jobs they must have stable past employment history (2 or more years on previous job) in an occupation that averages a qualifying income, good credit (absolutely no collections) and be able to pay an additional deposit equal to one month's rent.

**No person or persons shall be denied the right to rent one of our apartments because of race, color, religion, national origin, age, sex, sexual orientation, marital status, familial status, Citizenship, Immigration status, honorably discharged veteran or military status, or disability.**



## APPENDIX B

### 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
<ul style="list-style-type: none"> <li>▪ Birth Certificate</li> <li>▪ Citizenship Card/Consulate Cards</li> <li>▪ INS Form I-864 Sponsorship verification</li> <li>▪ Certificate of Naturalization: INS I-550</li> <li>▪ Voter's registration card</li> <li>▪ US Passport</li> <li>▪ Certificate of U.S. Citizenship (N-550 or N-561)</li> <li>▪ Unexpired foreign passport, with 1-555 stamp or INS form 1-94 indicating unexpired employment authorization</li> <li>▪ Alien registration receipt card with photograph (I-151 or I-551)</li> <li>▪ Unexpired temporary resident card (I-688)</li> <li>▪ Unexpired employment authorization card (I-688A or I-688B)</li> <li>▪ Unexpired reentry permit (I-327)</li> <li>▪ Unexpired refugee travel document (I-571)</li> <li>▪ Driver's license or ID card</li> <li>▪ Military card or draft record or military depend card</li> <li>▪ School ID card with photograph</li> <li>▪ Hospital records</li> <li>▪ Day care or nursery school records</li> </ul>	<ul style="list-style-type: none"> <li>▪ Records from school district to establish stability</li> <li>▪ Letter from utility company to establish rental history</li> <li>▪ Letter from former landlord with a phone number</li> <li>▪ Copy of lease from former residence</li> </ul>	<ul style="list-style-type: none"> <li>▪ Letter from employer</li> <li>▪ Current contracts for major purchases to help identify credit</li> <li>▪ Bank records</li> <li>▪ Sponsorship letters</li> <li>▪ INS Form I-864</li> <li>▪ Sponsorship verification</li> <li>▪ Social Security card</li> <li>▪ Individual Taxpayer Identification number (ITIN)</li> <li>▪ Current Pay stubs</li> <li>▪ Benefit Award Letter (SSA, DSHS, etc.)</li> <li>▪ Section 8 Voucher</li> <li>▪ School Payment Contracts</li> <li>▪ Paid off installment contracts</li> <li>▪ Paid Utility Bills</li> </ul>
<div style="text-align: center;">  <p style="font-size: small; margin: 0;">FAIR HOUSING CENTER OF WASHINGTON</p> </div> <p style="text-align: center; margin-top: 10px;">We gratefully acknowledge that the work that provided the basis for this publication was originally supported by funding under a grant from the U.S. Department of Housing and Urban Development (HUD).</p> <p style="text-align: center; margin-top: 10px;">The Fair Housing Center of Washington, the agency which developed this document, is solely responsible for the content, which does not necessarily reflect the views of the government.</p>		