

Tenant Selection Criteria

Owner and management desire to provide well maintained and well-kept properties for the benefits of all residents. Screening criteria herein are adopted with the intent to 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 cost 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 person and/or property of physical harm and or adverse housing environment. Owner and management agree to limit screening of conviction history to serious offenses against person and/or property.

- Please contact the property management office if you need help understanding this document.
- Contacte por favor la oficina de gestión si usted necesita ayuda a comprender este documento. (Spanish)
- Por favor contate o escritório de gerência se deve ajudar entendimento este documento. (Portugese)
- Si vous avez besoin d'aide à la compréhension de ce document, veuillez communiquer avec le Bureau de gestion. (French)
- Souple kontakte Biwo jesyon a si w bezwen èd pou konprann dokiman sa a. (Haitian Creole)
- Xin liên lạc với văn phòng điều hành nếu bạn cần giúp đỡ sự hiểu biết tài liệu này. (Vietnamese)
- Пожалуйста свяжитесь с офисом управления, если Вам нужна помощь в понимании этого документа. (Russian)
- Bitte kontaktieren Sie das Leitungsbüro, wenn Sie helfen müssen, dieses Dokument zu verstehen. (German)
- 請聯絡管理辦公室，如果你需要幫助理解這份文件。(Chinese)
- もしこの文書を理解しているための助けを必要とすれば、経営オフィスと連絡を取ってください。(Japanese)

We are happy you are applying to make **Cedar West Apartments** your new home! Attached are our Rental Application, and Reasonable Accommodation Request Form. Please carefully complete all documents and return with your **\$34.75 non-refundable application fee** as soon as possible so we can start the application process. If the application is being submitted for a waitlist, you will not need to submit the application fee until your application reaches the top of the waitlist. The application must be completed in full; incomplete applications will not be accepted. We accept valid comprehensive reliable tenant screening reports.

We look forward to having you as a tenant.
Please let us know if you have any questions!

The application fee can be paid by check, cashier's check or money order made payable to **Cedar West Apartments**. Each applicant age 18 and over must complete all documents and pay the application fee. We will notify you once the process is complete.

Tenant Selection Criteria

We accept all applications and fully support the Federal Fair Housing Laws and shall not discriminate against any person on the basis of race, color, religion, sex, disability, familial status, sexual orientation, national origin, ancestry, Rental Housing Assistance (i.e., Section 8), political ideology, creed, age, gender identity, military status, marital status and/or other protected class status. We are dedicated to increasing affordable housing and providing opportunities for persons experiencing barriers to housing. We work to maintain quality housing and relationships with neighbors, other landlords and local law enforcement to maintain the quality of the neighborhoods where our residential property is located

Background checks will be completed for each adult household member applying for housing, including live-in aids. It is our goal to only accept applicants who will be able to meet the essential requirements of tenancy and who will not adversely affect the health, safety, quiet peaceful enjoyment, and welfare of other tenants and management staff. Illegal activity of any kind will not be tolerated in this property. We verify income, landlord references, rental history, personal information, social security numbers, credit, public records and criminal history. Live-in aids will only be subject to a criminal and public record background check.

The following guidelines are intended to assist and guide the decision-makers in approving or denying applications. All potential tenants are screened with equal care under the following guidelines. All screening, shall be limited in accordance to federal and state law including RCW19.182.etsq.

Some Important Notes

- Applicants must show one (1) piece of current, official photo identification upon turning in a complete application.
- Applicants without a social security number will need to provide a Federal Identification Number or other satisfactory form of identification.
- Legible and completed e-mail or faxed applications will be accepted as long as payment is provided.
- **Smoking is not allowed at this property.**

Applications are accepted and the Landlord's informed consent to tenancy is based upon the information provided. Misleading, false, or incomplete information constitutes grounds for denial of application and/or termination of tenancy in the event that the applicant is initially accepted after providing or failing to provide such information.

Income

- The combined verified and reported gross monthly income for all applicants must be equal to or greater than 2 times the amount of monthly tenant rent. If you possess a housing voucher this does not apply. If the employer does not verify the household member's income, you will be asked to provide copies of your six (6) most recent paystubs, or other income verification.

Credit

- No bankruptcies with in the past three (3) Years.
- No outstanding debts to utility companies, i.e. Water, Sewer, Gas, Garbage, Electric within the last seven (7) years.
- No outstanding landlord or housing provider debts within the last seven (7) years, or landlord debt not in an established repayment agreement.
- Medical Expenses/Collections will NOT affect your eligibility.
- Lack of credit history will be viewed favorably.

Rental/Mortgage History

- Applicants must have at least one (1) year of positive verifiable rental history with unrelated landlords within the last 3 years. Homeowners will have this verified by the Mortgage on their credit report. If applicable, there can be no more than five (5) late mortgage payments within the past two (2) years.
- There can be no more than five (5) late rent payments within the past two (2) years.
- Applicants must not have an outstanding rental debt or rental collection within the last seven (7) years.
- No Negative rental history of any kind, including reasonably reliable information indicating the applicant or household member constitutes a direct threat to person or property.
- No Eviction within the past three (3) years.

Criminal History

If there is evidence to support that a minor has been convicted of a serious crime against person or property, the property shall have the right to investigate such conviction history and the criteria below shall apply.

All applicants will be screened for criminal conviction history.
See attached list of crimes subject to screening and/or denial:

Denial of housing will be warranted if:

- Any household member has been convicted of any crime against person or property within the past seven (7) years. The seven (7) year period must be unsupervised time and crime-free.
- Any household member has been convicted of any drug-related criminal activity within the past seven (7) years. The seven (7) year period must be unsupervised time and crime-free.
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- Other activity or criminal activity that would threaten the health, safety, repose, or right to peaceful enjoyment of the premises by other tenants; or other criminal activity that would threaten the health or safety of the property, contractor, or agent of the property, or would constitute a direct threat to person and/or property.
- Any household member is subject to a registration requirement under a State or Federal Sex Offender Registration Act.

Possible Remedies for failure to meet criminal conviction criteria

In matters relating to criminal conviction history, circumstances and mitigating facts that may be considered include:

- **Nature and severity of past conduct; age of individual 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 offense(s) or lack thereof; and impact of housing decision on other offending household members.**

Applicants who do not qualify due to Criminal History will not be offered approval with Co-signer or deposit equal to one month's gross rent.

Possible Remedies for failure to meet financial criteria

If your application does not qualify due to the following situations, you may be able to gain approval by obtaining a qualified co-signer or by paying a deposit equal to one month's gross rent.

- Lack of at least 1 year of rental history but income and credit meet guidelines.
- A home foreclosure within the last twelve (12) months.
- More than five (5) late rental/mortgage payments within the past two (2) years.
- Have an established payment plan for rental or utility debt that has been in place for a minimum of six (6) payments with documentation of such plan and proof of payments.

Co-Signer Qualifications

- Verifiable gross income equal to or greater than 3 times the amount of monthly rent.
- Income must be steady and verifiable.
- Credit report cannot show more than (2) currently past due accounts within the past seven (7) years.
- Credit report cannot show more than \$2,000 in past due accounts.
- Must live in Washington State and be able to establish verifiable, stable residence for the last two (2) years.

Unacceptable Language and Behavior:

Applications will be denied if the applicant appears intoxicated by alcohol and/or drugs during application or interview process. Threatening, lewd, vulgar, obscene, hostile, or abusive language or behavior will not be tolerated and is grounds for denial of application.

If you have any questions about the criteria or your qualifications please ask.

Maximum Occupancy:

1 Bedroom	3 Occupants	2 Bedrooms	5 Occupants
3 Bedrooms	7 Occupants	4 Bedrooms	9 Occupants

If you are denied through our screening process you will receive an adverse action letter. If you wish to dispute the denial or have further questions, please follow the instructions in the adverse action letter.

Applicant _____ Date _____

Applicant _____ Date _____

