

# Rental Application Criteria ~ Affordable Housing

## QUALIFICATION CRITERIA:

- Rental History:** 12 months valid, verifiable rental history.  
*Valid means a written lease or month to month agreement. Rental history of less than 12 months may result in a conditional approval, requiring an additional deposit or Co-Signer. The recommendation will be dependant on credit history, employment history and income requirements.*
- Credit History:** At least 4 accounts established for 1 year in good standing.  
*Derogatory credit history in excess of \$500 may result in a conditional approval, requiring an additional deposit or Co-Signer. The recommendation will be dependent on rental history, employment history and income requirements. Open bankruptcy will result in denial.*
- Employment:** 12 months with current employer, continuous employment or guaranteed source of income for 12 months, which can be verified.  
*Employment of less than 12 months or lack of employment verification may result in a conditional approval, requiring an additional deposit or Co-Signer. The recommendation will be dependent on rental history, credit history and income requirements.*
- Income:** Verifiable income must equal no less than 2.5 times the rental amount.  
*Lack of verifiable income or income less than 2.5 times the rental amount may result in a conditional approval, requiring an additional deposit or Co-Signer. The recommendation will be dependent on rental history, credit history and employment history.*
- Social Security:** Applicant must have a valid, verifiable social security number and/or valid, verifiable work visa, alien registration receipt card, temporary resident card, employment authorization card number or other identification verifying eligibility to reside in the United States.  
*Falsification or lack of verification of any of these forms of identification will result in denial.*

## 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 need to meet income requirements for their portion of the rent.* Recommendations will be made following the above set standards and will include the following notice: *This recommendation is based on the standard for this Community. The applicant should verify with their own specific Section 8 requirements to determine eligibility for residency at this community.*

## SECTION 42 PROGRAM CRITERIA:

Household members must be able to provide verifiable income within the Section 42 program limits (as specified per property). Any additions to a household will require completing an application and Section 42 paperwork prior to residency being established. No adults, 18 years of age or older, will be allowed to join the household within the first 12 months of occupancy, if they will make the household overqualified. Households made up entirely of full-time students are not eligible for the Section 42 program, except in certain instances.

## CO-SIGNER CRITERIA:

As a condition of approval a Co-Signer may be required. A Co-Signer will be approved if all the qualifications below are met without exception. The co-signer will not qualify if any one of the criteria are not met without exception.

- Rental History:** 12 months of valid, verifiable rental or mortgage history with no late payments.  
**Credit History:** At least 4 accounts in good standing with less then \$500 in derogatory accounts.  
**Employment:** 12 months with current employer, continuous employment, or guaranteed source of income for 12 months, which can be verified.  
**Income:** Verifiable income must equal no less than 4 times the rental amount.  
**Residence:** The co-signer must reside in the state of Washington.

## GROUND FOR DENIAL WILL RESULT FROM THE FOLLOWING (BOTH CONVICTIONS AND PENDING CHARGES) ON ALL APPLICANTS:

Verification that the household does not meet the eligibility requirements of the applicable affordable housing program(s)  
Verified eviction showing on credit report or confirmed with landlord  
Verified rental collection showing on credit report or confirmed with landlord  
Any open (non-discharged) bankruptcies  
Balance owing to landlord  
Extreme negative and adverse rental history, e.g. documented complaints and/or damages, multiple late payments or notices to pay or vacate, or statement by landlord of "WOULD NOT RE-RENT"

Verification from a former landlord of failure to cooperate with applicable affordable housing program requirements  
Unverifiable social security number or proof of legal residency in United States, or falsification of either  
Falsification of rental application (including non-disclosure of criminal records)  
Breaking lease agreement that will result in collection filing

Verified name and date of birth match of criminal conviction as follows:

Murder (All Counts)	Kidnapping (All Counts)	Manslaughter (All Counts)
Theft (All Counts)	Assault (1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Degree)	Robbery (All Counts)
Burglary (All Counts)	Vehicle Prowling (All Counts)	Malicious Mischief (1 <sup>st</sup> & 2 <sup>nd</sup> Degree)
Rape (All Counts)	Rape of a Child (All Counts)	Child Molestation (All Counts)
Embezzling (All Counts)	Forgery (All Counts)	Fraud (All Counts)
Arson (All Counts)	Reckless Burning (1 <sup>st</sup> Degree)	Prostitution (All Counts)
Any crime considered harmful to people or to property		Any Drug Related Conviction (All Counts)

**FEE SCHEDULE:**

Each adult (18 & over) applicant = \$36  
Co-Signer = \$36

**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

\*If a household is approved for occupancy based on their screening report but than later found to be ineligible for the property's affordable housing program(s), the finding of ineligibility will constitute a reversal of the screening approval.