



RENTAL APPLICATION AND SCREENING CRITERIA NOTICE

Owner/Agent Name: Brad Krueger

Rental Premises Address: 3099 1/2 226th PL SW, Brier WA 98036

Building Name: House Brier furnished detached accessory dwelling unit, a portion of the real property located at the address above.

All prospective tenants must read the following application instructions and rental criteria prior to submitting a rental application for the above listed rental home.

1. INFORMATION ACCESSED FOR SCREENING

As part of our rental screening process, we will access the following information:

- Review and verification of all documentation provided by the applicant.
- Consumer Report

Name and address of consumer reporting agency: Rental Housing Association of Washington; 1101 N Northlake Way, Ste 2., Seattle WA

Applicants will have the right to obtain a free copy of the consumer report from the agency listed above in the event of a detail or other adverse action, and to dispute the accuracy of information appearing in the consumer report.

Owner/Agent will will not accept a portable screening report. (Must accept in Burien, SeaTac, Spokane and Tacoma.)

If a consumer report is not available, records documenting any outstanding debt including payment history must be provided.

- Public Records (May include civil and criminal court records, and sex offender registry in compliance with any local law restrictions.)
- Other: _____

2. INSTRUCTIONS TO APPLY

Each application starts with a Zoom or in-person conversation with each adult prospective tenant (18+ years of age or emancipated minor) to better understand their housing needs and answer any questions. Prospective tenants are expected to attend on time or timely reschedule.

At the conclusion of the conversation, all prospective tenants will be invited to start the application process by sharing a positive proof of identification (i.e., government-issued photo identification card including but not limited to a driver license or similar state-issued or federal government-issued identification card) and completing an Application for Tenancy. Alternative documentation will be considered for immigrant applicants.

Applications for Tenancy will not be accepted until each adult prospective tenant in the same party has provided positive proof of identification and submitted a fully completed application with no material misstatements or omissions.

If the Applicant(s) meet our rental criteria (i.e., credit and background check) and terms (e.g., lease start date, duration, rent) the application will be approved and offer of tenancy made, contingent on the Applicant paying a deposit (25% of first month's rent) to hold the unit. A sample lease will be included with the offer of tenancy.

Once the deposit is paid, a Washington Single-Family Property Term Lease will be sent via email and Applicant(s) will have 48 hours from time of sending to electronically sign the lease. After 48 hours, the offer to lease will expire, deposit forfeited, and an offer to tenancy may be made to subsequent Applicant(s).

If the Applicant(s) do not meet our rental criteria an Adverse Action Notice will be sent via email. The notice will indicate whether Applicant(s) are Rejected or Approved with conditions. If the application was approved with conditions, Applicant(s) will have 48 hours from when the notice was sent to accept the conditions and pay the hold deposit. Once accepted, a Washington Single-Family Property Term Lease will be sent via email and Applicants will have 48 hours to electronically sign and pay the first month's rent and deposit. After 48 hours, the offer to lease will expire, deposit forfeited, and the Premises may be rented to another Applicant.

3. TERMS AND POLICIES TO BE OFFERED

Each Applicant must be willing to agree to the following basic terms and policies, in addition to all other terms included in our standard lease agreement. If the best qualified applicant does not meet minimum criteria, they may be offered alternative terms.

1. All leases must have a duration of 1 to 12 months.
2. Monthly rent is \$2,297-\$2,597 depending on lease duration.
3. Refundable Security Deposit is \$1,500.
4. No Cleaning Fee. Guests are responsible for cleaning the premises/hiring a cleaner.
5. \$100,000 renter's insurance policy is required.
6. Guests are limited to 2 vehicles. Off-street parking can accommodate up to 2 vehicles, depending on size.
7. No pets. Dog Guide or Service Animals are welcome if they have been trained to assist a disabled Resident with a specific task or work. Owner may ask for written proof that the animal is specifically trained and a letter from a medical professional



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specifying the resident needs a service animal due to disability.

8. The Resident may only use the Premises as a temporary residential dwelling. The Premises may not be used for:
 - a. smoking, candles, or incense. Odor free vaping allowed in private yard, otherwise prohibited;
 - b. mail delivery;
 - c. storage or for storing expensive articles that create an increased security risk;
 - d. manufacturing any type of food or product;
 - e. in-person selling or services of any kind (e.g., business transactions, garage sales, Facebook Marketplace, OfferUp, Craigslist).
 - f. excessive noise or disturbance (e.g., amplified or percussion musical instruments, loud music/parties, loud vehicles/devices);
 - g. auto repair or maintenance;
 - h. the growing of, or storage of, marijuana;
 - i. having firearms or fireworks.
9. The Owner:
 - a. will provide and replenish cleaning supplies. Other consumables are the responsibility of the Resident.
 - b. will maintain outdoor spaces including trimming grass, maintaining plants and landscaping, and snow removal. Resident off-street parking may need to be relocated during periods of heavy snow.
 - c. is not responsible for lost or stolen deliveries.

4. REQUIRED DOCUMENTATION AND FEES TO BE INCLUDED WITH EACH APPLICATION

1. To verify the identity of Applicant(s), we require each applicant to share their front and back of their positive proof of identification. Alternative documentation will be considered for immigrant applicants.
2. Depending on the situation, each adult applicant/qualified guarantor must pay \$25-\$45 for the cost of a credit and/or background check. If a portable screening report less than 30 days old is provided by each Applicant, then the fee may be waived or reduced depending on the scope of the report.
 - a. For leases which are not prepaid in full (e.g., leases greater than one month), each adult Applicant/qualified guarantor is subject to a \$45 credit and background check, and we may require additional documentation of income and employment (e.g., employment contracts, pay stubs, tax return, bank statements).
 - b. For leases which are prepaid (e.g., one month lease) or guaranteed by a 3rd party qualified guarantor (e.g., insurance company, HOA, parent), each adult Applicant is subject to a \$25 background check.

5. MINIMUM CRITERIA FOR ACCEPTANCE

We will use the following method to process applications. Our minimum criteria for acceptance are detailed on the next page.

- Completed applications (with all required documentation) will be evaluated in order received in accordance with City of Seattle First in Time regulations, SMC 14.08.050.
- Other method: Completed applications (with all required documentation) will be evaluated in order received.

5.1 Minimum Income Requirement

We perform an individualized assessment of any Applicant's income to determine whether a business reason exists to deny tenancy. For leases which are not prepaid in full (e.g., leases greater than one month), we will confirm that rent does not exceed 1/3 the Applicant(s) gross income.

Note: If part of your income is a verified rent subsidy that will be paid directly to the landlord, the monthly subsidy amount will be deducted from the rent amount when calculating your rent to income ratio qualification.

5.2 Financial History

Based on credit history, we perform an individualized assessment of any Applicant's fiscal responsibility and credit worthiness to determine whether a business reason exists to deny tenancy.

For example:

1. Rental-related collections;
2. Nonrental-related collections totaling more than \$250;
3. More than 15% of derogatory accounts (e.g., late payments, collection accounts, bankruptcy, charge-offs and other negative

marks on your credit report);

4. Unlawful detainer action or eviction history.
5. Credit score lower than 700

Note: Student and medical debt are excluded from the above credit requirements.

5.3 Rental History

We perform an individualized assessment of any Applicant's history of meeting rental and mortgage obligations to determine whether a business reason exists to deny tenancy. Our assessment includes, but is not limited to:

1. paying rent/mortgage on-time;
2. leaving prior properties on time and in good condition;
3. living in harmony with neighbors (i.e., no pattern of neighbor complaints).

Applicant(s) will be asked to provide two (2) positive references from previous housing providers(s) within the last five years. References must have a valid phone number and email address. An application may be denied if references do not respond within 48 hours.

If Applicant(s) own a home and cannot provide rental references, proven mortgage payments will be reviewed.

Applicant(s) without rental references or mortgage history, a qualified guarantor may be required.

Note: Per RCW 59.18.625 nonpayment of rent that occurred between March 1, 2020 and December 31, 2021 will not be considered in our assessment.

5.4 Employment History

We perform an individualized assessment of any Applicant's steady employment or alternative source of income to determine whether a business reason exists to deny tenancy. For leases which are not prepaid in full (e.g., leases greater than one month), we may require additional documentation of income such as:

W-2 Employees

1. Provide two (2) most recent pay stubs. Each stub must include employee name, employer name, and date of pay period.
2. An offer letter or contract from a prospective employer. The document must be on employer letterhead and include the Applicant's name and compensation summary.

Self-Employed/Retired

1. Provide the three (3) most recent bank statements and previous year's income tax statement. Each statement must show the name of the financial institution, account holder's name, statement date, summary of deposits, and balance.

5.5 Criminal History/Sex Offender Registry

We perform an individualized assessment of any adult with criminal convictions to determine whether a business reason exists to deny tenancy. We consider the nature and severity of the offense, the number and type of convictions, the time that has elapsed since the conviction, evidence of good tenant history before and after conviction, any additional information showing rehabilitation, good conduct, or other factors that you would like us to consider.

5.6 Other

Any other information (e.g., tenancy commencement date, anticipated length of tenancy) and offers (e.g., additional rent or deposit, extended lease term, guarantors, co-signors) communicated by the Applicant will also be considered when determining whether a business reason exists to deny tenancy.

Any of the following may result in immediate denial of tenancy:

1. Providing false, incorrect, or misleading information;
2. Threatening or abusing behavior.