



# Criteria for Residency

May 9, 2023



Soundview, Evanston, Fountain Court, Vue Cliff, Lakeview, Thornton, Meridian, Olympic, T43, Stonehedge, Franklin, Stanford Arms, Lewison, and Raveann

Thank you for your interest in our community. Trinity Partnership does not discriminate against any person based on race, color, religion, sex, national origin, familial status, or disability. Please sign the backside of this form only after you have read through the following criteria before submitting an application for residency.

## Lease requirements

All Trinity Partnership properties are non- smoking/ smoking of any kind is prohibited on all properties.

Holding deposit must be paid, and disclosure, or prelease agreement must be signed within 24 hours of applicant being notified of application approval in order to hold an apartment.

Leases must be executed within 14 days of applicants being notified of applicant's approval unless otherwise indicated in the disclosure or prelease deposit agreement.

All residents are required to carry liability insurance (\$100,000) for damage to the landlord's property during the term of their residency.

## APPLICATION REQUIREMENTS

- 1.) Complete an application for residency and pay your non-refundable screening fee of \$40.00\*. Applications are required for each household member who is 18 years or older, emancipated minors, and heads of household under the age of 18. Incomplete applications or applications containing false information may be denied.
- 2.) **If applicant has a freeze or fraud alert on their credit it must be unlocked prior to submitting the application. There will be an additional \$15.00 charge for applications that must be rescreened for credit.**
- 3.) A valid driver's license or government issued ID is required prior to processing the application. Applicant must be a legal United States Resident. Non-US citizens must show proof of legal status, student verification or immigration documents.
- 4.) Be prepared to wait approximately 1-3 business days during the application verification process.
- 5.) Unfavorable information for any individual applicant may result in the denial of all applications for the household.
- 6.) Co-signers: each person must complete a separate application, pay the non-refundable screening fee of \$40.00\* each and meet all stated criteria as listed. Co-signers must be U.S. citizens currently living in the United States.
- 7.) **"We do not accept Comprehensive Reusable Tenant Screening Reports as defined by and pursuant to RCW 59.18."**

## RENTAL HISTORY

- 1.) Two (2) Years of verifiable rental history from a third-party landlord will be required. Homeowners may be required to show proof of ownership. An additional deposit, or last month's rent paid at move

in, or a qualified cosigner may be used if applicant does not meet the 2 Year minimum rental history requirement.

- 2.) An eviction in the last 5 years will be grounds for denial.
- 3.) Applications found to be incomplete, inaccurate or fraudulent will be grounds for denial. Information subsequently discovered to be inaccurate and/or fraudulent will be grounds for denial or eviction.
- 4.) Rental history reflecting three (3) or more NSF checks, 3 pay or vacate notices or Notice of Non-compliance within a one-year period will be grounds for denial.
- 5.) A negative landlord reference regarding non-payment of rent, consistent late rent, noise or disturbance or any other violation of the rental agreement will result in an immediate denial if there are two or more combined violations in any 12-month period within the last three (3) years.
- 6.) An unpaid balance from a prior landlord will be grounds for denial.

### **INCOME / EMPLOYMENT REQUIREMENTS**

- 1.) A minimum of one (1) year verifiable employment history will be required. A current paycheck stub will be required if we are unable to verify income from the employer. If no prior employment applicant may be asked to provide a qualified cosigner or pay and additional deposit or last month's rent at move in.
- 2.) Self-employed applicants will be required to provide one of the following: paystubs, W-2's or previous years' tax returns as proof of income.
- 3.) Applicant's gross monthly income must be at least Three (3) times the monthly stated rent. Income that does not meet this requirement but is less than three (3) times the monthly stated rent will require a qualified co-signer. If applicant's income is more than 2.5 times the rent and all other criteria are met an additional deposit or last month's rent may be used in lieu of a cosigner.
- 4.) If there are multiple applicants combined income must be (3) times the monthly rent.
- 5.) A co-signer's gross monthly household income must be at least five (5)-times the monthly stated rent.
- 6.) A verifiable (liquid) checking or savings account may be considered income. If the applicant has no other income the balance must be three (3) times the total lease amount.
- 7.) Financial aid, student loans and I-20 income must be Three (3) times the amount of the monthly rent after the tuition amount is deducted.

### **CREDIT HISTORY**

- 1.) A consumer credit report will be obtained. Unpaid collection debts (not medical related), negative or adverse debt (not medical related) exceeding \$500.00, or multiple late payments, will require an additional deposit or last month's rent paid at move in.
- 2.) Unpaid collections (not medical related), negative or adverse debt, exceeding \$1000.00 will be denied. Consistent late payments will be grounds for denial.
- 3.) If Debt to income ratio is more than 40% a qualified cosigner or additional deposit will be required.
- 4.) A bankruptcy discharged or foreclosure or short sale in the last 3yrs listed on the credit report will be denied, 3-7 years will require an additional deposit or last month's rent paid at move in.
- 5.) Medical-related debt of more than \$10,000 will require last month's rent to be paid at move-in.
- 6.) However, your application will be denied if your total bad debt exceeds \$25,000.
- 7.) Cosigners credit must have no bad debts, no more than 2 late payments within the last 24 months with no bankruptcy, foreclosure or short sale.

### **CRIMINAL POLICY**

Landlord is prohibited from requiring disclosure, asking about, rejecting an applicant, or taking an adverse action based on any arrest record, conviction record, criminal history, except registry information as described in subsection 14.09.025.A.3, subsection 14.09.025.A.4, subsection 14.09.025.A.5 and subject to exclusions and legal requirements in section 14.09.115.

Applicants listed on any sex offender registry may be denied. Applicants may submit supplemental information as per the above-listed city ordinance.

**ANIMAL POLICY**

PETSCREENING IS A PART OF THE APPLICATION PROCESS FOR ALL APPLICANTS.

A welcoming environment is paramount to all of our residents. To help ensure ALL of our residents understand our pet and animal-related policies, we use a third-party screening service and require everyone to complete a pet profile, a “no pet” profile, or request accommodation for an assistance animal. This process ensures we have formalized pet and animal-related policy acknowledgments and more accurate records to create greater mutual accountability. If you are unable to complete a profile online and need help, please contact your housing provider.

Please get started by selecting a profile category on our landing page. Copy and paste the following link in another tab: <https://206pm.petscreening.com/>

**Reasonable Accommodation Requests**

All reasonable accommodation requests, including companion and service animals, should be submitted in writing to:

Trinity Partnership  
Attn: Operations Manager  
2825 Eastlake Ave E #200  
Seattle, WA 98102

All requests will be reviewed within (3) Three business days of receipt and treated per federal, state & city fair housing laws.

**REJECTION POLICY**

If you have been denied residence due to unfavorable information provided by the credit reporting agency, a letter will be mailed to the address on the rental application with information on reviewing and/or disputing this information.

I have carefully read and understand the above-stated criteria for residency. All applicants must sign below before processing of applications is started.

**Pet Policy:**

No pets allowed

Indoor Cats only with additional deposits, proof of renters insurance and pet agreement.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

