

Approval Category		Credit	Criminal
1	Approved	600+ NO CURRENT DELINQUENT ACCOUNTS NO COLLECTIONS/CHARGE OFFS PAST 12MO	See full list of Criminal Categories on our Website.
2*	Approved w/ Double Deposit	<u>600+ DELINQUENT/COLLECTIONS/CHARGE OFFS</u> No Credit	See full list of Criminal Categories on our Website.
3	Denied	-Below 600 -EVICTION or OPEN BANKRUPTCY -UNPAID COLLECTIONS on apartment, property management or utilities	See full list of Criminal Categories on our Website.

**Per City of Olympia Rental Housing Code 5.82.060, all applicants for homes located within City of Olympia jurisdiction must qualify within Approval Category 1 criteria. Approval Categories 2 and 3 are denials for homes located within City of Olympia jurisdiction. This is due to the inability to charge an additional security deposit.*

Hometown Property Management's homes are under contract with the property owner. Any request for exceptions to application standards must be approved by the property owner.

Applying for a Home

- Each resident over the age of 18 must submit a separate rental application, including married couples. Applications for all residents must be submitted to be considered complete for processing. Your rental application will be good for 30 days and cost \$35 per application. We do not accept cosigners.
- Our application process is completed online and requires a credit card to make payment. If you do not have a credit card or access to a computer, please contact our office.
- You will be required to provide a copy of a valid government-issued form of identification with photo, proof of income, and name and pictures of any pets or assistance animals with your application. An application submitted without this information will be considered incomplete.
- **Completed** applications are processed on a first come, first serve basis. All applications are time stamped and will be processed immediately when in first position. Back-up applicants will have 24hrs to respond once in first position before moving on.

Income Requirements

- Annual Gross Income from all sources must equal or exceed 3 times the annual rent amount.**
- Annual Gross Income verification from all sources is required with your application. An application submitted without income verification will be considered incomplete.

***Per City of Olympia Rental Housing Code 5.82, all applicants for homes located within City of Olympia jurisdiction, Annual Gross Income from all sources must equal or exceed 2.5 times the annual rent amount.*

Pet and Assistance Animal Policy

- HPM requires the following information about your pet or assistance animal at the time of application: breed, weight, age, name and a picture of the animal. An application submitted without this information will be considered incomplete.
- Please see a list of restricted breeds on our website.
- If you have an assistance animal, you will also need to provide a letter from a medical professional along with HPM's Request for Reasonable Accommodation which is available on our website or upon request. You must designate the animal as an "assistance animal" on the application, after the pet's name.

Voucher Programs

- HPM works with and accepts vouchers from Housing Authorities and other Assistance Programs. Each Housing Authority/Program has their own specific regulations and requirements. Applicant must notify and provide documentation of specific assistance program at time of application.
- If you are using a housing voucher, contact information for your case manager is required with your application.
- The annual rent amount must not exceed your annual voucher amount.
- Once approved, you will have 24hrs to provide a housing packet for HPM to fill out. You will have an additional 24hrs to deliver the packet to Thurston County Housing Authority.

Once applicant is approved

- Once an application is approved, the lease must be signed, and first month's rent and deposit paid within 2 business days.
- If you have Section 8, your lease start date will be determined by the Housing Authority providing the first month's rent.

Please see our website or contact our office for additional information.