



Screening Criteria

Income

Income-to-Rent Ratio

Results	Total Monthly Income of Applicants
Criteria met	At least 2.75 times monthly rent
Criteria met with increased security deposit	At least 2.25 times but less than 2.75 times monthly rent
Criteria not met	Less than 2.25 times monthly rent

Credit History

No Credit File/Score Criteria met with increased security deposit.

Credit Score

Result	Score
Criteria met	675 or higher
Criteria met with increased security deposit	625-674
Criteria not met	624 or lower

Bankruptcies

Result	Bankruptcies
Criteria not met	Any open bankruptcies
Criteria met with increased security deposit	Any discharged bankruptcies within the last 7 years

Accounts in Collection

Result	Bankruptcies
Criteria met with increased security deposit	5 or more accounts in collections

Calculation Excludes Accounts less than \$5,000.00

Medical Accounts

Student Accounts



Rental History

Landlord-Tenant Disputes (Judgments for Landlord)

Result	Landlord-Tenant Disputes
Criteria not met	Judgments in favor of landlord within the last 7 years
Criteria not met	ANY balance owing previous landlord without proof of successful payment plan or debt paid in full.
Criteria not met	Documented Complaints or Violations

Criminal History

Felonies

Result	Crimes
Criteria not met	Any drug trafficking/manufacturing within the last 7 years
Criteria not met	Any marijuana trafficking/manufacturing within the last 7 years
Criteria not met	Any other crimes against persons within the last 7 years
Criteria not met	Any other crimes against property within the last 7 years
Criteria not met	Any sexual offenses within the last 7 years
Criteria not met	Any violent offenses within the last 7 years
Manual review required	Any weapon offenses within the last 7 years

Misdemeanors

Result	Crimes
Criteria not met	Any drug trafficking/manufacturing within the last 7 years
Criteria not met	Any marijuana trafficking/manufacturing within the last 7 years
Criteria not met	Any other crimes against persons within the last 7 years
Criteria not met	Any other crimes against property within the last 7 years
Criteria not met	Any sexual offenses within the last 7 years
Criteria not met	Any violent offenses within the last 7 years
Manual review required	Any weapon offenses within the last 7 years



Registries

Result	Registry
Criteria not met	Listed on sex offender registry
Criteria not met	Found in OFAC/terrorist database records

A criminal records search will be performed for felony and misdemeanor offenses. All felony and misdemeanor offenses must be disclosed on the rental application.

Valid photo identification will be required of all applicants.

Other Resources:

cityoftacoma.org/rentalhousingcode
<https://www.sos.wa.gov/elections/register.aspx>