



Application Screening

All household members 18 years old and older will be subject to a background investigation conducted by AppFolio, Inc. Tenant Screening. Applications must be completed in full; applications containing untrue, incorrect, or misleading information will be denied. The application fee is non-refundable unless otherwise provided by state or local law. We do not accept reusable tenant screening reports. You have a right to obtain a free copy of your rental report from AppFolio, Inc., and to dispute the accuracy of any information appearing in it. You may contact AppFolio Renter Relations by phone at 855-600-0020 or mail at 70 Castilian Drive, Goleta, CA 93117.

APPLICATION SUBMISSION:

1. Applications must be submitted online at <https://www.medawarrealestate.com/>
2. Each adult occupant and cosigner must submit a separate application to the unit and pay an application fee.
3. Proof of income documents must be uploaded in full page PDF format. Computer or mobile phone screenshots are NOT accepted and will be rejected as an incomplete application.
4. Occupancy must begin within 10 days of application submission. Landlord may make exceptions.
5. A complete application is defined as: all adult applicants and cosigners have applied to the unit with valid copies of government issued photo ID and proof of income; and if applicable, Service Animal/Emotional Support Letter.
6. Complete applications will be screened within two business days, and applicants will receive screening results via email.

APPLICATION APPROVAL

1. Approved applicants will receive an email invitation to the Resident Portal to sign the lease and pay the first month's rent.
2. The first month's rent is due in full at the time of lease signing to secure the unit off the market; otherwise, the application may be canceled.
3. The security deposit and any other move-in fees including utilities, parking, pet fees, or other charges listed in your lease must be paid on or before the move-in date. Payment is required prior to key handoff.

APPROVAL CRITERIA

- Household monthly gross income must be at least 2.5x the monthly rent. Documentation supporting income must be verified.
- Applicant must have been employed in current job for a minimum of 6 months.
- Minimum credit score of 650 must be met by all applicants.
- Positive reference check and resident verification for last 3 years living history.
- No delinquent accounts showing on credit history.



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- No evictions, judgments in favor of landlord, or any landlord-tenant court records allowed on landlord-tenant screening.
- No prior lawsuits against landlords.
- No bankruptcies on record
- Must meet earliest available lease start date (*Lessor may make exceptions)
- Must schedule and complete a tour (in person or virtual) before qualifying for approval.
- All information requested on application must be completed fully to qualify as a submitted application.

REFUNDABLE DEPOSIT:

Must be paid on or before the lease start/move-in date.

CONDITIONAL APPROVAL CRITERIA

- Household gross income must equal to 2.5 times rent or higher.
- 600-650 credit score requires last month's rent or qualified cosigner.
- 550-600 credit score requires last month's rent and qualified cosigner.

COSIGNER CRITERIA

- Gross income is equal to 4 times rent or higher
- 700 minimum credit score

DENIAL CRITERIA

Applications may be denied if one or more of the approval criteria are not met including but not limited to the following reasons: household gross income does not meet the minimum requirement of 2.5 times the annual rent for applicants or 4 times the rent for co-signers; credit scores fall below the required minimum of 650 for applicants or 700 for co-signers; income, employment, or identity information cannot be verified; landlord or resident references within the last three (3) years are negative or unverifiable, including instances of no rent payments, delinquent rent, property damage, or lease violations; any prior evictions, lawsuits against landlords, or open bankruptcies are identified; outstanding balances owed to a prior landlord or eviction-related charges appear on a credit report; required residential history of at least three (3) years with valid rental references cannot be provided; false, incomplete, or misleading information is submitted on the application.

IDENTITY VERIFICATION



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All applicants are required to submit at least one of the following forms of government issued photo identification with valid dates and not expired: driver's license, state issued ID card, passport, or military ID.

GROSS MONTHLY HOUSEHOLD INCOME

Household gross monthly income must equal 2.5 times rent or higher. **All income documents must be uploaded in PDF format.** Computer or mobile phone screenshots are not accepted and will be rejected as an incomplete application. Employed applicants must provide 2 recent paystubs. Recently employed applicants under one month can submit an offer letter on company letterhead with annual salary and start date. Self-employed persons must provide bank statements for the last 3 months and signed tax returns from the last year to show predictable income. All other income sources are accepted including but not limited to Form i-20 for international students, unemployment benefits award statement, retirement account statements, military leave and earnings statement, social security benefits award letter, trust agreement, notarized child support agreement, separation agreement or divorce decree, certificate of deposit, or other asset income documents, etc.

RENT SUBSIDY & SECTION 8 VOUCHERS

Rent subsidy and Section 8 vouchers are accepted as a source of income. Applicants with a rent subsidy voucher are required to meet the same credit criteria as listed above and provide a copy of the voucher. If the voucher amount does pay for the rent in full, the applicant must also income qualify at 2.5 times the remaining portion of the rent. For example, if the voucher equals \$1400 and the rent is \$1595, the remaining portion of the rent is \$195- therefore additional proof of monthly income documents would need to equal \$488 or higher and uploaded with application submission.

PARKING RENTALS

Select buildings offer reserved outdoor parking, carports and/or garage parking as a separate monthly rental. All parking rentals are on a month-to-month term.

PET POLICY

- \$150 refundable deposit per pet. Pet rent may be charged in accordance with the listing.
- Restricted dog breeds: Pit Bulls, Rottweilers, German Shepherds, Doberman Pinchers, American Bull Dog, Staffordshire Terriers, Wolf-hybrids, Mastiffs, Great Danes, Chow Chows, Alaskan Malamutes, Siberian Huskies or any mixed breed of the list, and other breeds over 25 pounds.

SERVICE ANIMALS AND EMOTIONAL SUPPORT ANIMALS

Service animals and emotional support animals are not subject to the Pet Policy when they have been approved to live on the premises. Approval is conditioned upon the following:



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1. Applicants must upload a verifiable signed letter from a medical professional who has knowledge about the Residents' disability.
2. Service and emotional support animals will not be approved without the medical professional letter.
3. Approved animals will have an ESA/ Service Animal Addendum to the lease.

RENTERS INSURANCE REQUIREMENT

Each tenant must upload a valid policy of renter's insurance to the Resident Portal before move-in that includes the leased premises address with unit number as the insured location, minimum liability coverage is \$100,000, and effective dates starting before on the lease start date. Roommates can be listed on the same policy or provide separate policies; however, each tenant must be listed on a valid policy. If the tenant(s) does not provide a valid renter's insurance policy by move-in, the tenant will be enrolled into the Legal Liability Insurance Policy or "Forced Placed" Insurance at \$13.50 per month. When a valid insurance policy is uploaded to the Resident Portal, the Forced Placed insurance charges will end that month.

SEATTLE FIRST IN TIME

Complete applications are screened in chronological order as required in SMC 14.08.050. Tenancy is offered to the first approved prospective tenant. If the first approved prospective tenant does not accept the offer of tenancy for the available unit within 48 hours of when the offer is made, Medawar Real Estate shall review the next completed rental application in chronological order until a prospective tenant accepts the owner's offer of tenancy. If a prospective tenant requires additional time to submit a complete rental application because of the need to ensure meaningful access to the application or for a reasonable accommodation, the prospective tenant must make a request to the agent for the owner.

CRIMINAL HISTORY NOTICE

Seattle landlords are prohibited from gaining knowledge of criminal history on a prospective tenant or tenant. A narrow exception allows for an individualized risk assessment of a person who is on the public sexual offender registry for a crime committed as an adult. We perform an individualized assessment of any adult on a county, state, or national sex offender registry 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, your age at the time of 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.

APPEALS PROCESS

If your application is denied and you believe the information upon which the denial was based is incorrect, or if you have additional information that was not considered during the review of your application, you may request an appeal of the decision. Any appeal must be submitted in writing within fourteen days of the date of the denial letter. The request must include the reason(s) for the appeal and new supporting documentation from an independent



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third party to the agent for the owner. Applicants must submit their appeal to the agent for the owner, and it will be reviewed by the Regional Portfolio Manager within 5 business days. The unit is not held during the appeals process.