

## Pillar Properties Resident Screening Policy

Pillar Properties operates in accordance with the Federal Fair Housing Act, as well as all state and local fair housing and civil rights laws. We do not discriminate against any person based on race, color, religion, gender, national origin, age, sex, familial status, handicap, disability, veteran status, or any other basis protected by applicable state or local laws. The Rental Criteria below outlines some of the policies for this community with regard to standards that may be required by each applicant in order to be approved for residency.

All applications are considered complete upon the submission of a completed application, payment of the application fee, and payment of the holding fee pursuant to 59.18.253 RCW, in addition to any information as set forth below. The application screening fee is \$50, and the holding fee is \$600 and is subject to the terms and conditions provided separately. Applicant's copy of this application is the receipt for such payments. The application fee is non-refundable, regardless of approval status and a non-refundable administrative fee of \$400 is required at move-in.

The Holding Deposit will be retained by Owner as liquidated damages; in which all further obligations to rent the Leased Premises shall be terminated if: (1) the rental application is withdrawn by Residents, for any reason after twenty-four (24) hours; (2) the rental application is approved, with or without conditions, such as a guarantor or additional security deposit, but Residents do not execute the Residential Lease Contract as and when required by Owner (within 72 hours of approval); or (3) Residents have provided false or misleading information within the rental application.

Applicant has 24 hours from date of deposit to cancel this reservation and receive a full refund of the holding deposit. The deposit shall only be refunded if the owner rejects the applicant after a credit and reference check.

An applicant can switch to an apartment home in the same building within 24 hours of approval without a fee. A cancellation fee of \$150 is applied should an applicant switch apartment home after the initial approval. Rates and terms will vary.

All applicants must be of legal age. All parties 18 years of age or older are required to complete an application and pay any and all applicable fees. Applications are to 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.

As part of your rental application process, RentGrow Resident Screening will create a rental report that accesses up to three types of information about you: 1) credit/financial records; 2) court records; and 3) personal references. Any negative, misleading, or unverifiable information may result in the denial of your application.

*Pillar Properties does not accept reusable screening reports, however reserves the right to run additional screening for new residents using the criteria and screening company noted below.*

Every applicant is treated objectively because each application is scored statistically in exactly the same manner. The rental report provides a recommendation using real time statistical data by evaluating those statistics with the below described rental criteria. Based on the information provided by you, RentGrow Screening will provide a predetermined result option by Pillar Properties.

In the event of a denial or other adverse action, you have a right to obtain a free copy of your rental report from RentGrow and to dispute the accuracy of any information appearing in it. You may contact RentGrow electronically at <https://www.rentgrow.com/request-now/>, by phone (800) 898-1351 or mail at RentGrow Consumer Relations, 177 Huntington Avenue, Suite 1703, #74213, Boston, MA 02115.

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1. **OCCUPANCY GUIDELINES** – The following occupancy standards apply based on two (2) persons per bedroom, plus one (1) per apartment.

Studio	2 people
1 Bedroom	3 people
2 Bedroom	5 people

2. **IDENTIFICATION** – All applicants are required to provide positive identification including one of the following: government issued identification (military identification, driver's license or passport), birth certificate, social security card, or other verifiable identification.
3. **INCOME** – Income must be verified in writing as to its amount or receipt by applicant, using any of the supporting income documents listed below:
  - 3 Most Recent Paystubs
  - Tax Return from the Most Current Year
  - Bank Statements that Total Three Times the Monthly Rent for the Term of the Lease
  - Offer Letter
  - Employer, State Institution, Government Institution or Loan Documents that Support a Housing or Living Stipend

Pillar Properties will not accept any screenshots or deposit confirmation activity. All items and deposit amounts listed above are subject to change. Paperwork must be valid and current.

4. **RENT TO INCOME RATIO** – Written verification of income equal to three (3) times the monthly rent per household is required along with necessary supporting documents.
5. **CREDIT** – RentGrow evaluates credit and rental history against indicators of future rent payment performance. All applications are evaluated based on statistical data available such as payment history, quantity and type of accounts, outstanding debt, and age of accounts. The rental scoring system will compare your application to RentGrow's database and by evaluating those statistics and real data in accordance with this criteria, RentGrow will provide management with a recommendation.
6. **CRIMINAL HISTORY** – The tenant screening investigation includes a criminal background screening. All applicants will be screened for criminal history. Pillar Properties considers the entire application and considers prior convictions reportable under the Fair Credit Report Act and rules of Washington. Convictions involving sexual misconduct, drug manufacture and delivery crimes, theft by check or a physical crime against a person or another person's property may result in denial.

Any individual denied on the basis of their criminal history may request review, which will be done on a case-by-case basis depending on the felony or misdemeanor offenses. Upon review, applicant may be approved upon payment of an additional deposit. Consideration will be given to the nature and date of the crime, circumstances of conviction, efforts at rehabilitation, and prior rental history since release from confinement.

Individuals requesting review based upon a denial of their rental application for a prior criminal conviction must provide the following: (1) documentation on the nature and date of the crime, (2) circumstances of underlying crime and conviction, (3) efforts at rehabilitation, and (4) prior rental

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history references since release from confinement must be provided at the time the application is submitted.

7. **RESIDENT HISTORY** – We reserve the right to verify rental history listed on background check or within the application. Resident history that indicates multiple late payments, returned checks, poor housekeeping, conduct disturbing the rights and comforts of other residents, unauthorized occupants, property damage or failure to adhere to policies and regulations of a prior rental agreement will result in denial.
  8. **EVICTIION HISTORY** – Five (5) years of eviction free history is required for approval.
  9. **GUARANTOR/CO-SIGNOR** – Guarantors will be accepted for applicants at the discretion of Pillar Properties when the applicant does not meet the required rent-to-income ratio or is denied on the basis of poor financial history. Only one guarantor per home is permissible. Guarantors must reside in the United States. Guarantors must meet the above established criteria and have gross monthly income equal to or greater than four (4) times the monthly rent.
  10. **ADDITIONAL INFORMATION** – Credit Reporting: Resident shall be enrolled in a credit reporting service that reports the timeliness and completeness of Resident's rent payments due under the Rental Agreement. Each non-corporate leaseholder will be charged a financial service fee of \$2.00 per month for this service.
- Voting: the website address for the Washington Secretary of State to register to vote or change the address if already registered to vote is <https://sos.wa.gov>
11. **ADDITIONAL TIME** – As part of this property's commitment to equal housing, and non-discrimination, you may request additional time to complete the application should you need a reasonable accommodation or need translation services. Translation services are applicant's sole expense. Any request must be affirmatively made to management.

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Signature

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Date

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Print Name