

## **TENANT SCREENING POLICY**

Effective October 1, 2018

TERRITORY NW, INC., a Washington corporation, d/b/a RE/MAX Territory NW Advanced Property Management, follows a policy of fair and equal treatment to all persons regardless of race, color, religion, national origin, familial status, sexual orientation, or handicap and in compliance with all Federal, State and Local Laws.

### **APPLICATIONS**

Fully completed applications will be accepted on a first come, first serve basis. An application will not be processed until it is complete and we have received complete applications from all persons over the age of 18 that will occupy the property. Incomplete applications will result in denial of the application. A denial of an application for one person may result in denial for all co-applicants.

Applications will not be processed until the application fee for each application to be processed has been paid. The application fee is non-refundable regardless of whether the application is approved or denied.

Once all applications are processed and approved, the applicant(s) will have five (5) business days to execute a rental agreement, make payment of any deposit(s) and initial rent, complete a move in condition checklist, and comply with any other requirements. Failure to timely complete those requirements will result in termination of the ability to rent the property. Additional time may be granted for completion of the requirements if we indicate the property will not be ready for occupancy by the applicant(s) until a later date.

We do not accept comprehensive reusable tenant screening reports.

### **INFORMATION TO BE PROVIDED BY APPLICANT**

Each applicant must complete an application and provide the following information:

1. Current and valid photo identification issued by a state or federal government or other verifiable and trustworthy source;
2. Social security number or equivalent documentation;
3. Proof of monthly income (documentation) equal to at least three (3) times the rent for the property. If more than one applicant, then the cumulative income for all applicants must equal at least three (3) times the rent for the property.

### **INFORMATION THAT WILL BE ACCESSED TO CONDUCT SCREENING**

1. Employment status and history;
2. Rental/ownership history;
3. Credit report and credit score;
4. Personal references;
5. Criminal and Civil Court record;
6. Publicly available information / social media.

### **CRITERIA FOR REVIEW OF APPLICATIONS**

Applications reflecting any of the following may not qualify:

1. Fraud, forgery, misrepresentation, material omission or other inaccuracies on the application;
2. A credit score below 650. However, applicants with credit scores of 600 or above may be considered subject to the addition of co-signers/guarantors, increased deposit or other additional security;
3. Lack of 24 consecutive, objective, positive, documented rental or ownership history;

4. Any open bankruptcy or any bankruptcy filing within 24 months of the application;
5. Any prior record of an unlawful detainer action or current no contact order (restrained party only);
6. Failure to provide:
  - a. Current and valid photo identification issued by a state or federal government or other verifiable and trustworthy source;
  - b. Social security number or equivalent document;
  - c. Proof of monthly income (documentation) equal to at least three (3) times the rent for the property. If more than one applicant, then the cumulative income for all applicants must equal at least three (3) times the rent for the property.
7. Record of a foreclosure, outstanding civil judgment, or collection for prior rental;
8. Criminal convictions will be assessed on case by case basis, taking into account the nature of the offense, the facts of the case, the time since conviction, behavior since the date of conviction and other relevant information;
9. Negative or incomplete reference from a current or prior landlord.

#### PROCESSING OF APPLICATIONS

A credit report will be obtained for each application from Orca Information, Inc., Website: [www.orcainfo-com.com](http://www.orcainfo-com.com)  
Email Address: [orca@orcainfo-com.com](mailto:orca@orcainfo-com.com) Mailing Address P.O. Box 277, Anacortes, Washington 98221. Phone numbers for Orca are (800)-341-0022 and (360)-588-1633. Orca Information, Inc. obtains their credit reports from Trans Union.

In the event of an Adverse Action (e.g. denial of application, requirement of co-signer, increased deposit, etc.) you have the right to a FREE copy of the consumer report. You also have the right to dispute the accuracy of any information in the consumer report. You have the right to a FREE copy of your credit report each year from every credit bureau. For a FREE copy log onto: [www.annualcreditreport.com](http://www.annualcreditreport.com)