

Good Property Management

Rental Criteria & Processing Instructions

Thank you for your interest in one of GPM's rental homes! Please read the directions below carefully and completely when submitting your applications. Omissions or false information of any kind on any section of the application may delay the processing of your application or may be cause for denial of the application.

Incomplete applications will not be processed and will be skipped over to next applicant next in line.

- Each occupant over 18 years of age must submit a separate application. A \$40 NON-REFUNDABLE application fee is required for each occupant & must be paid at time of submission of application. This fee covers the cost of obtaining a consumer credit report and background check from a third-party vendor*, as well as our processing time to complete the application approval process. **WE DO NOT ACCEPT COMPREHENSIVE REUSABLE TENANT SCREENING REPORTS THAT COMSUMER REPORTING AGENCIES MAY PROVIDE.**
- Ensure that your contact information, SSN, DoB, Drivers License numbers are listed correctly on the application. All applicants must provide **verifiable** phone numbers, addresses & email addresses for current & previous landlords.
- Once approved, applicant must put 25% of the deposit down to secure the home. If we do not receive the hold deposit, we will not hold the rental home for you and move on to the next approved application in line.
- Applicant must be able to secure utilities for the rental home in applicants name on or before move in date. Applicant must provide proof of utility turn over on or before date of move in.
- **Applicants' gross monthly income (pretax & any deductions) must be equal or greater than 3 times monthly rental rate**
- **Co-Signers gross monthly income must be equal or greater than 5 times monthly rental rate.**

IDENTIFICATION

- **Applicant must provide copy of a current State or Government issued photo identification (Driver's License, State Identification Card &/or Military ID)**

INCOME

Applicant **may** be denied for:

- Lack of proof of income
- Monthly household income less than **3** time(s) the stated monthly rental amount. (For ease-of-use purposes a household consists of a single person or a married couple who files taxes jointly)
- Co-Signer monthly household income less than 5 times of the monthly stated rental amount.

CREDIT HISTORY

Applicant **may** be denied for:

- Open bankruptcy (Unless have Attorney letter & approved by D of O)
- Judgment or collection for unpaid rent

- Judgment or collection for damage to rental unit
- Judgment or collections in excess of **\$500** or **5 or more** open collection accounts
 Medical disregarded Student loans disregarded
- Tax lien(s)
- Unverifiable Social Security Number (we must be able to run a credit & background check)

CRIMINAL HISTORY

Applicant **may** be denied where the date of disposition, release or probation has occurred within the past ten years for a conviction, guilty plea or no-contest plea for, but not limited to:

- Drug & trafficking related offenses
- Felony Convictions

EMPLOYMENT HISTORY

Applicant **may** be denied for:

- Unverifiable employment (unless other income source can be provided, ie: bank statement, tax returns, Rent paid in full up front at lease signing- (restrictions apply), etc.

EVICTION AND JUDGMENT

Applicant **may** be denied for:

- Eviction filed in last 7 years
- Judgment or collection for unpaid rent
- Judgment or collections for damage to rental unit

RENTAL HISTORY

Applicant **may** be denied for:

- Unverifiable rental history
- Unfulfilled lease obligation (Lease Break)-Military excluded
- Current or past balance owing for deposit, rent, fees or damages
- Pending Eviction
- **3** or more late payments within a **12**-month period
- **2** or more NSF checks in a **12**-month period
- **2** or more Legal 10-day notices in a **12**-month period
- Unauthorized pet(s)
- Unauthorized occupant(s)
- Damage to previous rental units or rental property

Applicant may be denied for providing false, inaccurate or misleading information or for an incomplete application.

Applicant MUST submit all documents (paystubs/bank statements, state issued photo id, completed application, any & all information to complete the qualifying process), if not received at time of application submittal, application will not be accepted and may be passed over for another applicant.

If your application is denied due to credit/background, the landlord is required to provide you with a written notice of adverse action that states the reason(s) for taking adverse action ([RCW 59.18.257](#)). Adverse action can be denial of your application or approval on condition (co-signer required, increased deposit, last month's rent, increased monthly rent). You have the right to dispute the accuracy of the information provided in the tenant screening report with certified documents that prove the inaccuracy in the credit/criminal reporting & rental history verification.

*We obtain our credit reports & background check from **Zip Reports a Division of AAA credit Bureau Inc** who obtains them from TransUnion. Under Section 612 of the Fair Credit Reporting Act, you have the right to obtain a free copy of the report if you submit a written request to the agency identified below no later than 60 days after you receive a notice of denial.

Under Section 611 of that Act & State Law, you also have the right to dispute the accuracy or completeness of any information in the report by contacting **ZipReports** below:

ZipReports; a division of AAA Credit Bureau Inc | PO BOX 7248 Northridge, CA 91327 | (800)311-1585

All applications are processed in the order in which they are received. However, properties are not rented on a first-come, first-served basis. Please allow a minimum of 3 business days for processing of your application. This timeframe may be longer if we do not receive return calls from your references or are given non verifiable information for references.

Upon final approval of our application, we will send you the lease to e-sign and your link to set up your tenant portal in Rent Café to pay your move in fees associated with your property. Keys will not be given until all funds required for your move in are received.

All homes now require you to provide or obtain current Renters Insurance for the property you are renting and supply us with proof of coverage at time of move in & on yearly Renewal basis.

By signing below the applicant acknowledges receipt of the prospective landlord's criteria that may result in denial of your application. Screening fees are non-refundable.

Applicant:

Date:

Applicant:

Date: